



SOURCE: Wiichihituwin (CPS)	DATE IN EFFECT: 01-08-2019
ADDRESSESS: Patients, Escorts and CBHSSJB Employees	CODE: TBD
SUBJECT: Wiichihituwin Accommodation Policy	
APPROVED BY: Board of Directors Resolution 01-014-19	

1. PURPOSE

- 1.1 This policy provides a framework for the Cree Board of Health and Social Services of James Bay (**CBHSSJB**) to promote safe and secure environments in accommodation facilities used by Wiichihituwin, and to promote efficient management of the use of these facilities.
- 1.2 This policy is subject to applicable legislative, regulatory, by-law and professional requirements.

2. APPLICATION

- 2.1 This policy applies to all persons using accommodation services provided through Wiichihituwin, including patients, escorts and staff. A person using these accommodation services may be deemed responsible for the actions and behaviour of his/her visitors or guests, for the purpose of this policy.

3. MANAGEMENT OF ACCOMMODATIONS

- 3.1 A manager of the Wiichihituwin department (**Manager**), being either the Director, the Assistant Director or a coordinator, may, at his/her discretion, decide which facilities will be used to provide accommodation services to a given patient or escort. This decision is to be guided by:
 - a) administrative and operational efficiency;
 - b) the needs of the patient in question, and the needs of other patients, escorts and staff;
 - c) the resources of the CBHSSJB; and
 - d) other elements relating to optimizing accommodation services, or promoting safe and secure environments in relevant facilities.

- 3.2 For greater certainty, a Manager may, from time to time and at his/her discretion, relocate a patient and/or escort from one location to another within or between facilities pursuant to section 3.1 (i.e., relocation to another room in the same facility, or relocation to another facility).

4. NORMS OF CONDUCT

- 4.1 All persons subject to this policy must conduct themselves with civility, and in a manner that respects other persons in and around accommodation facilities used by Wiichihituwin. The CBHSSJB will not tolerate illegal activities in and around these facilities by persons subject to this policy, or disrespectful or offensive conduct by them, including any form of verbal, written, psychological or physical harassment, intimidation, aggression or violence.

- 4.2 Without limiting the generality of section 4.1, every person subject to this policy must refrain from engaging in any of the following behaviours or actions in or around accommodation facilities used by Wiichihituwini:
- a) Offensive language or gestures, including swearing;
 - b) Excessive noise, including repeated loud conversations or shouting;
 - c) Willful damage to property;
 - d) Abuse of alcohol, drugs or other substances; and
 - e) Illegal or criminal activities.

5. REPORTING A CONDUCT BREACH

- 5.1 **Any person may report a violation of section 4 to any member of the Wiichihituwini department. To the extent possible, the identity of any person making a report is to be treated as confidential.**
- 5.2 **The Director of Wiichihituwini (Director) must ensure that reports are duly considered, and if appropriate, that an inquiry is carried out.**

6. ENFORCEMENT

- 6.1 If the Director determines that **there are reasonable grounds to believe that a conduct breach occurred pursuant to section 4, the Director** may, at his/her discretion take any or several of the following measures, in view of the effect on accommodation services, the seriousness of the breach or the number of repeated breaches:
- a) Give the person a verbal warning, and inform him/her of the content of this policy;
 - b) Give the person a written warning, and inform him/her that the CBHSSJB may take any of the actions described below if there is a further breach;
 - c) In the case of visitors, ask the person to leave the premises and take measures to refuse further entry for a reasonable period;
 - d) In the case of escorts, ask the person to leave the premises and take measures to either provide alternative accommodation services for the escort for a reasonable period, and/or take other measures set out in a CBHSSJB policy applicable to escorts;
 - e) In the case of patients:
 - i) relocate the person pursuant to section 3; or
 - ii) take the necessary measures, in collaboration with the Assistant Executive Director – Administration, to refer the patient to another institution, body or person for accommodation services in cases where the CBHSSJB can no longer reasonably provide services to the patient.
 - f) Take any other reasonable measure that he/she deems appropriate, at his/her discretion, to promote a safe and secure environment in accommodation facilities used by Wiichihituwini, including seeking assistance from relevant medical professionals, or security or police services.
- 6.2 For greater certainty, the Director may take any of the measures set out in section 6.1 at any time, without having to proceed sequentially, and may proceed in the absence or withdrawal of a report under this policy. This decision will be guided by the seriousness of the breach and the effect on accommodation services.
- 6.3 In determining the appropriate measures to be taken in the case of a patient, the Director must consider the particular situation of the patient, including factors such as mental illness, disabilities or addictions which may impact this person's ability to control his/her behaviour or actions.

7. IMPLEMENTATION

- 7.1 The Director must take measures to ensure that relevant persons are informed of this policy, including as a preventive measure to avoid breaches of norms of conduct set out in section 4.
- 7.2 The Executive Director, in collaboration with the Executive Committee, is responsible for the adoption of procedures to implement this policy, including for reporting and enforcement. These procedures must be consistent with this policy.

7.3 The Director of Corporate Services of the CBHSSJB keeps the official version of this policy.

8. REVIEW

8.1 This Policy must be reviewed at least every 3 years.