

**Workplace Violence and
Harassment Prevention Policy**

C-2C.016

Section: 2.0 General Government and Administrative Services
- C. Human Resources

Authority: Council

**Administering
Department:** Corporate Services

Statement

The Municipal District of Bonnyville (M.D.) is committed to providing a safe and healthy working environment free from workplace harassment and workplace violence.

Purpose

The purpose of this policy is to reinforce the M.D.'s position of zero-tolerance for Workplace Harassment and Violence and establish the municipality's procedures for preventing and managing inappropriate behaviour in the workplace.

Definitions

For the purposes of this policy:

- (1) "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) "Council" means the duly elected Council of the M.D.;
- (3) "Harassment" means inappropriate conduct that is targeted and offensive to another individual in the workplace or at any event related to that work;
- (4) "Inappropriate conduct" means behaviour that is considered unacceptable to a reasonable and prudent person;
- (5) "Discrimination" means discrimination within the meaning of the *Alberta Human Rights Act* which enforces protection from discrimination under grounds including, but not limited to:
 - (a) Race;
 - (b) Religious Beliefs;
 - (c) Colour;
 - (d) Gender;
 - (e) Gender Identity;
 - (f) Gender Expression;
 - (g) Physical Disability;
 - (h) Mental Disability;
 - (i) Age;
 - (j) Ancestry;
 - (k) Place of Origin;
 - (l) Marital Status;

- (m) Source of Income;
 - (n) Family Status; and/or
 - (o) Sexual Orientation.
- (6) “Violence” means the threatened, attempted, or actual conduct of a person that causes, or is likely to cause, physical or psychological injury or harm including, but not limited to:
- (a) physical attack or aggression;
 - (b) threatening behaviour;
 - (c) verbal or written threats;
 - (d) domestic violence; and/or
 - (e) sexual violence.

Policy

- (1) Every M.D. employee, contracted employee, or third-party contractor has the right to work in an environment free from harassment and violence where respectful treatment is the norm. The M.D. recognizes that harassment and violence compromise the integrity of the employment relationship and undermine an individual’s self-respect, as well as productivity.
- (2) The M.D. is committed to eliminating or, if not reasonably practicable, controlling the hazards of harassment and violence in accordance with the Workplace Violence and Harassment Prevention Procedure.
- (3) All workers may raise any concerns about workplace violence or harassment and report any incidents or threats to their direct reports or Human Resources.
- (4) It is the responsibility of management to take immediate and appropriate action regarding incidents of workplace violence and/or harassment, whether brought to their attention or personally observed.
- (5) M.D. General Managers or their designates are responsible for assessing the organizational risk of workplace harassment and violence within their respective departments to ensure it is free from all forms of harassment and violence.
- (6) M.D. Managers and Supervisors are responsible for ensuring the following:
 - (a) Training and education in the recognition of workplace violence and harassment is available for all M.D. staff;
 - (b) Compliance by M.D. staff to the Workplace Violence and Harassment Prevention Procedure;
 - (c) Assistance and support is provided when a complaint is reported;
 - (d) Investigation of reported incidents of workplace violence and harassment in an objective and timely manner;
 - (e) Periodic evaluation of responses to complaints pursuant to this policy and the Workplace Violence and Harassment Prevention Procedure to ensure effectiveness.
- (7) Human Resources will investigate and take appropriate corrective actions to address all incidents and complaints in a fair and timely manner.

- (8) No employees shall be penalized, reprimanded, or criticized in any way when acting in good faith while following this policy and the supporting procedure for addressing situations involving workplace violence and/or harassment.
- (9) This policy is not intended to discourage a worker from exercising their rights under any federal or provincial legislation, including the *Alberta Human Rights Act*.
- (10) Reasonable action taken by the employer or Supervisor relating to the management and direction of workers at a work site is not workplace harassment.
- (11) This policy applies to all levels of employees, contracted employees, and third-party contractors who are working on municipal sites or involved in activities related to municipal business.
- (12) Everyone is required to work together to prevent workplace violence, harassment, and discrimination. Failure to comply with this policy may result in disciplinary action up to and including termination of employment for just cause.

Confidentiality

- (1) All allegations of workplace violence and/or harassment will be treated in a timely and sensitive manner and the rights of those involved will be respected.
- (2) All records of investigation and resolution associated with a workplace violence or harassment complaint will be secured and will be the responsibility of Human Resources.
- (3) In a formal complaint process, only those directly involved (i.e. the complainant, the person accused of harassment and/or violence, the investigator, persons interviewed, Human Resources, and Occupational Health and Safety (OH&S), where applicable) will be given any knowledge of the situation. All individuals involved will be cautioned that confidentiality must be preserved.
- (4) Throughout the complaint and/or investigation process, to the greatest extent possible, reasonable efforts shall be made to respect the confidential nature of a complaint. However, absolute confidentiality cannot be guaranteed, owing to the need for a full and fair investigation, including the need to inform the respondent and/or the OH&S Manager of the allegations, or if disclosure is required by law.
- (5) All employees investigating or providing evidence in respect of a complaint shall keep the information confidential.
- (6) Violation of the confidentiality obligations pursuant to this policy may result in disciplinary action.
- (7) No record of the complaint is to be kept in the file of the person who brought the complaint forward unless the complaint was made in bad faith and the person was subject to disciplinary action.

Policy Review

This policy will be reviewed every three (3) years at a minimum, or when an incident occurs or a review is recommended by the Joint Health and Safety Committee.



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For administrative use only:

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| Related Documentation: (plans, bylaws, policies, procedures, etc.) | M.D. Human Resources Handbook Procedure: Workplace Violence and Harassment Prevention Procedure |
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Date Adopted: April 13, 2006

Resolution No: 06.256

Date Amended₍₀₅₎:

Resolution No: XX.XXX