



MUNICIPAL DISTRICT OF GREENVIEW NO. 16
"A Great Place to Live, Work and Play"

Procedure Title: VIOLENCE / HARASSMENT PREVENTION

Procedure No: 3004-01

Approval: CAO

Effective Date: September 9, 2014

Supersedes Procedure No: HU 10

1. Definitions

- 1.1 **Violence:** means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.
- 1.2 **Forms of Violence:** May include abuse, assault, bullying, intimidation, harassment, stalking, physical and sexual assault.

2. Responsibilities

- 1) Annually a hazard assessment will be conducted to identify existing or potential safety hazards in the workplace associated with violence.
- 2) The Municipal District will implement safety measures to reduce the risk to workers from the identified hazards.
- 3) The Municipal District will be required to ensure workers are trained and educated to recognize workplace violence and how to respond to incident appropriately.
- 4) If and when an employee is subjected to any form of violence, he/she should, if possible, make his or her feelings known verbally to the alleged offender, directly or with the assistance of a third party, and ask him/her to stop the offensive conduct.
- 5) If the complainant is uncomfortable confronting the offender, or, if after asking the offender to stop his/her behavior the offensive conduct continues, he/she should report the problem to his/her Supervisor or Management.
- 6) It is the responsibility of all employees to take immediate and appropriate action to report any incidents of workplace violence in any form. The Municipal District will ensure the complaint is kept strictly confidential and discrete.

- 7) When an individual has been subjected to workplace violence, he/she should keep a written record of the dates, times, the nature of the behavior and the names of anyone who may have witnessed the incident(s).
- 8) The Manager of Human Resources and another member of the Management team not associated with the incident will immediately undertake an investigation of any complaint. The Manager of Human Resources shall interview both the complainant and the alleged offender, and any individuals who may be able to provide relevant information. All meetings will be held discreetly and minutes kept confidential and will only be disclosed to the extent necessary to investigate the complaint.
- 9) If the investigation reveals evidence to support the complaint of workplace violence, the offender will be disciplined in accordance to the Personnel Policy.
- 10) No documentation will be placed on the complainant's file when the complaint is filed in good faith, whether the complaint is upheld or not.
- 11) If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged offender. The employee lodging the complaint, as well as anyone else providing information, will be protected from any form of retaliation by either co-workers or superiors.
- 12) If the investigation determines the complainant has falsified the complaint, the complainant will be disciplined in accordance to the Personnel Policy.
- 13) All incidents involving workplace violence constitute an "accident that has the potential of causing serious injury to a worker" and, as a result, the employer must keep a record for a period of two years from the date of the incident. The record must be available for inspection by an Occupational Health and Safety Officer, if requested.

3. End of Procedure

Approved: 05.02.84