



## **MUNICIPAL DISTRICT OF PEACE NO.135**

<b>PREPARED BY:</b> Lyle McKen	<b>ADOPTED BY:</b> Council	<b>NUMBER:</b> ADM - 26
<b>TITLE:</b> Protection of Workers From Harassment and Violence in the Workplace		<b>DATE:</b> August 8, 2017

### **PURPOSE OF THIS POLICY:**

To ensure that the working environment of the Municipal District of Peace No. 135 (M.D.) is free from harassment and violence in the workplace and that appropriate procedures are established which eliminate or minimize their occurrence.

### **POLICY STATEMENT:**

The M.D. of Peace No. 135 is committed to providing a work environment in which all people respect one another and work together. Any act of violence or harassment committed by or against any individuals affiliated with the M.D. is unacceptable conduct and will not be tolerated.

#### **1. Definitions**

- a) **Workplace Violence:** any act in which a person is abused, threatened, intimidated or assaulted at work. It includes threatening behavior, verbal or written threats, verbal abuse, and physical attacks.
- b) **Workplace Harassment:** any behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person. This includes words, gestures, intimidation, bullying or other inappropriate activities. It may include discriminatory treatment based on an individual's race, ethnicity, age, religion, gender, or other legally protected characteristic.

2. Employees or any other individuals affiliated with the M.D. shall not subject any other person to workplace violence or harassment or allow or create conditions that support workplace violence or harassment. The behavior need not be intentional in order to be considered harassment. If it is offensive or it intimidates others, it will not be tolerated.
3. All complaints of violence and harassment will be investigated in a timely and confidential manner. Prompt corrective action may be taken. Anyone engaging in workplace violence or harassment will be subject to disciplinary action, up to and including suspension or termination of employment.
4. For acts of verbal or physical violence or harassment by a member of the public towards an M.D. employee, action taken will be commensurate with the seriousness of the incident up to and including a letter of warning, temporary or permanent withdrawal of services or legal action.
5. No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.
6. Appropriate support will be provided for the victim(s) as needed.

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### **POLICY STATEMENT:**

7. Reasonable, justifiable, consistent, and non-discriminatory acts of discipline, provided by an individual who has the authority to provide such discipline, shall not be construed as harassment.
8. **Procedures for Handling Complaints**  
If an employee believes that he/she is facing harassment or violence in the workplace, the employee shall:
  - a) Tell the individual his/her behavior is unwelcome and ask him/her to stop.
  - b) Keep a record of incidents (dates, times, location, possible witnesses, what happened, the employee's own response). The employee does not have to have a record of events in order to file a complaint; however, such a record can strengthen the employee's case and assist him/her in remembering details over time.
  - c) File a written complaint if, after asking the respondent to stop, the harassment or violence continues. The employee should report the problem to their immediate Supervisor or the C.A.O. without fear of reprisal. (See attached Reporting Form)
  - d) The immediate Supervisor or the C.A.O. will promptly and thoroughly investigate the complaint and will inform the Reeve and Council of serious incidents.
  - e) The respondent to a complaint will be advised of the allegations made against him/her and be given the opportunity to respond to them.
  - f) After an investigation is completed, the results of the investigation will be provided to the complainant and the respondent with a copy of the results of the investigation being placed in their respective personnel file.
  - g) If the complainant is not satisfied with the actions taken by the immediate Supervisor or the C.A.O., the Council will be requested to render a decision, which will be final and binding.

## HARASSMENT AND VIOLENCE IN THE WORKPLACE REPORTING FORM

Please complete and forward to your immediate Supervisor or the C.A.O.

Complainant Information:

Name: \_\_\_\_\_

Month/Date/Year of Incident(s): \_\_\_\_\_

Time and Place of Incident(s): \_\_\_\_\_

Name of Alleged Abuser(s), if known: \_\_\_\_\_

\_\_\_\_\_

Name of Witnesses and/or Those Providing Assistance:

\_\_\_\_\_

\_\_\_\_\_

Description - Please give a written description of the incident (what happened, where, any events leading up to the incident, who was present?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was medical attention required? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of person reporting incident

\_\_\_\_\_  
Reporting Date

The purpose of this form is to document your allegations and to assist an investigation of the complaint. Subject to business purposes and circumstances, reasonable efforts shall be made to respect the confidential nature of complaints. By signing this document you are indicating that the information provided is true.