

## Workplace Harassment and Violence Policy

Purpose: To ensure that all employees are aware of and understand that acts of harassment and violence are considered a serious offense for which necessary action will be imposed.

This policy is to ensure all employees are able to work in an environment free of harassment and violence. Any act of harassment and violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated. Disciplinary action up to and including termination will be enforced.

Violence Definition: according to the Occupational Health and Safety Code, Part 1: "whether at a worksite or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury." Employees must notify their supervisor of all incidents of workplace violence even if there was no physical injury as per the Government of Alberta Occupational Health and Safety Program. Examples of workplace violence include the following:

Threatening behavior such as shaking fists, destroying property or throwing objects

Verbal or written threats (any expression of intent to cause harm)

Physical attacks such as hitting, shoving, pushing or kicking

Workplace Harassment Definition:

is unwelcome conduct based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or of any other person.

We are committed to investigating reported incidents of violence in an objective and timely manner, taking necessary action and providing appropriate support for victims.

Workplace harassment may include a single incident or a series of events.

**Bullying** is a repeated pattern of negative behaviour aimed at a specific person or group

Confidential Informal Complaint Procedure: Prompt, appropriate, direct action must be taken to stop incidents of violence. An employee must tell the offending individual that their behaviour is inappropriate, if the employee is reluctant to make the statement s/he shall inform a manager, supervisor or Manager of HR, who shall bring the complaint to the attention of the alleged individual for the purpose of resolving the matter. If the offended individual or alleged offending individual is not satisfied with the resolution of the matter, then a formal written complaint must be filed by one of them.

Confidential Formal Complaint Procedure: A formal written complaint is to be filed with the Manager of Human Resources who shall then contact the appropriate Director, Supervisor of Manager. Only a signed written complaint will be investigated under this

formal procedure. The Director, Supervisor or Manager shall then determine the scope of investigation and the proper corrective action.

A formal written complaint shall be a signed account of what occurred, including a description of the incident(s) and the names of all persons present. The formal complaint is to be filed within fourteen (14) days of the incident(s), unless circumstances justify submitting it beyond fourteen (14) days.

Upon completion of the investigation the Manager of Human Resources (or appropriate person), shall forward a copy of the completed investigation report and decision, to the appropriate Director and shall be placed on file.