



TOWN OF PINCHER CREEK POLICY



Approved by:	Date:	Policy Number:
Committee of the Whole	September 2, 2020	132-20
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Council Motions: 98-105 15-268 08-230 11-295		2020-081
Title:	Harassment and Violence Prevention Policy	

Policy Statement

The management of the Town of Pincher Creek is committed to providing a work environment in which all employees are treated with respect and dignity. Violence and Harassment will not be tolerated from any person at or outside of the work site including all employees, contractors, visitors, volunteers, members of the public, committees and of Town council. The Town will take whatever steps are reasonable to protect the workers from the potential hazards associated with workplace violence and harassment.

Purpose

The Town as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazards of violence and harassment and is ultimately responsible for worker health and safety. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment and violence.

1. Definitions

1.1 Violence – whether at a worksite or work-related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

1.2 Harassment – any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age,

ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by management or a supervisor relating to the management and direction of workers or a work site is not workplace harassment.

1.3 Management – includes the Chief Administrative Officer, Directors and Managers.

2. Responsibilities

2.1. Management is responsible for:

2.1.1. ensuring this policy and the supporting procedures are implemented and maintained

2.1.2. ensuring all workers and supervisors receive relevant information and instruction on the contents of the policy and procedures.

2.1.3. investigating and taking appropriate corrective actions to address all incidents and complaints of workplace violence, threats of violence and harassment in a fair, respectful and timely manner.

2.1.4. respecting the privacy of all concerned as much as possible. Management will not disclose the circumstances related to an incident of harassment, violence or threat of violence or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, violence or threat of violence and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence or as required by law. Management will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

2.2. Coordinators (Supervisors) are responsible for:

2.2.1. adhering to this policy and the supporting procedures

2.2.2. ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves

2.3. All employees are responsible for:

2.3.1. working in compliance with this policy and the supporting procedures

2.3.2. raising any concerns about harassment, violence or threat of violence and to report any incidents to the appropriate person

2.4. No employees can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace harassment, violence or threats of violence. This harassment and violence prevention policy does not discourage an employee from exercising the employee's right under any other law including the Alberta Human Rights Act.

3. Procedures

3.1. In support of this policy, management has put in place workplace harassment and violence prevention procedures. It includes measures and procedures to protect employees from the hazard of harassment, violence and threats of violence, a means of summoning immediate assistance and a process for employees to report incidents, or raise concerns.

4. End of Policy