

TOWN POLICY

ADMINISTRATION POLICY: **Violence Prevention Policy**

DEPARTMENT: Human Resources

POLICY NUMBER: HR-130

EFFECTIVE DATE: June 13, 2019

REVISED DATE: January 19, 2024

SUPERSEDES: New

UP FOR REVIEW: January 19, 2027

Policy Statement:

The Town of Cardston is committed to maintaining a Violence-free work environment. Every person is expected to conduct themselves in a civil, respectful, cooperative, and non-discriminatory manner. Any threat or act of violence against persons on the Town of Cardston property or against staff in the course of their duties is unacceptable and measures will be taken to hold people accountable for these actions up to and including contacting police if required. All investigations of violence will be handled promptly, discreetly, and will be kept strictly confidential in respect to everyone involved. Incidents of alleged violence will be promptly investigated and if allegations have merit - person or persons will be terminated or disciplined - according to the severity of the incident. The complainant will be protected from any form of retaliation by the respondent(s) who were the subject of the complaint, including all employees, supervisory or managerial personnel.

The purpose of this policy is to:

The purpose of this policy is to maintain a working environment that is free from violence, and to inform all employees and Town volunteers that matters of violence will be dealt with promptly, fairly, and systematically.

Definition

"Violence" is defined as:

The exercise of physical force or an attempt to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker.

A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to a worker in a workplace.





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Responsibilities

1) Management and Supervisory Personnel

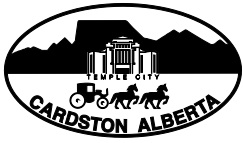
(a) It is the responsibility of every management and supervisory person to:

- i. Be familiar with this policy and the provisions of the Alberta Human Rights Act or any other legislation/regulations governing human rights in the work environment;
- ii. Inform all new and old Employees, Councillors, and/or Town Volunteers of the nature and extent of the risk(s) from violence in their workplace and act to remedy any hazard related to violence in the workplace;
- iii. Inform and encourage all persons of the need to report workplace violence incidents or threats of violence, and ensure all persons are aware of how to do so;
- iv. Participate as required in workplace investigations of incidents involving violence or threats of violence (handle complaints with objectivity, fairness, consistency, seriousness, and sensitivity);
- v. Inform the complainant(s) of their rights under the Alberta Human Rights Act;
- vi. Inquire if complainant(s) wants to make a formal complaint;
- vii. In the event a staff person wishes to involve the police following an incident of violence, assist by supporting the staff members right to file criminal charges and if requested contact the appropriate law enforcement authority and assist in scheduling an interview;
- viii. Inform complainant to maintain an awareness of any retaliation for making the complaint and to carry out his/her duties in such a manner to promote the purpose of the policy and to ensure compliance with its provisions;
- ix. Use appropriate investigation methods, unless the situation deems inappropriate, the incident should be investigated by the immediate supervisors and manager of respondent and complainant. Where more than one department is involved, the Town CAO will decide the appropriate supervisor to investigate;

2) Employees and Town Volunteers

(a) It is the responsibility of every Employee or Town Volunteer to:





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- i. Know the purpose of the policy, and comply with its provision and any other legislation/regulations governing human rights in the work environment;
- ii. Have an awareness of what behavior is appropriate and not appropriate in the work environment in respect to violence;
- iii. Promote a violence-free work environment;
- iv. Cease any behavior that is found offensive by another employee(s). This includes verbal behavior, physical contact, non-verbal behavior, visual sexual-violence, and psychological sexual violence;
- v. Be sensitive to any situation in your working environment, which may create a sexist or hostile working environment. Make the management aware of these conditions;

3) Complainant (must be recipient of violence)

(a) It is the responsibility of a complainant to:

- i. Inform the respondent(s) (i.e. the person who is threatening violence) that any inappropriate behavior is unwelcome and unacceptable; preferably at the time of the occurrence;
- ii. Keep a record of all incidents (dates, times, location, possible witnesses, what occurred, and it's response). The Complainant does not have to record any incidents in order to file a complaint, but a record can strengthen their case and help them remember details over time;
- iii. Report it's complaint to a supervisor or Department manager;

4) Respondent (Harasser)

(a) It is the respondents' responsibility to:

- i. Know their rights;
- ii. Report witnesses it may have;

Procedures for Reporting and Investigating Workplace Violence

When a report of alleged violence is made to a person in authority, the complainant(s) will be advised of their rights and the respondent(s) rights in the matter.





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Complainant(s) will then be asked whether he/she wishes to make a formal complain. A formal complaint occurs when the complainant(s) files a complaint in writing with details of the incident that occurred. (i.e. date, time, and people involved).

If a complainant(s) make a complaint about person(s) in management or a person in authority, but does not wish to make a formal complaint, the person taking the complaint will take such action that is appropriate to investigate the situation.

For all complaints investigated (whether formal or informal), the investigator will then meet and inform the respondent(s) of the complaint and process that will be followed.

Respondents should be informed of his/her rights.

Investigator will then interview the person(s) having knowledge of or who might have witnessed the incident(s).

Investigator will then include key incidents, facts, supporting materials, and conclusions of the investigations and submit a confidential report to all other supervisors involved. Appropriate results will be given to the respondent(s) and complainant(s).

The Town’s CAO will then review the report and decide on what course of action to take. Any decision to terminate or otherwise discipline respondent involved in violence will be based on the seriousness of the incident(s). No written documentation will be placed in the complainants personnel file and no disciplinary action will be taken against the complainant unless it is determined that the complaint was made for malicious purposes.

The complainant and the respondent(s) will then be notified in writing of the actions arising from the investigation.

REVISION HISTORY

| Date | Description |
|------------------|--------------------------------|
| June 13, 2019 | New Policy |
| January 19, 2024 | Updated to comply with OHS Act |

APPROVAL: *Jeff Shaw*
Chief Administrative Officer, Jeff Shaw

DATE: *January 19th, 2024*.....
(signed copy kept in CAO policy binder)

