



# Workplace Violence & Harassment Prevention Policy

<b>Policy No.:</b> CS-HR-14	<b>Council Resolution No.:</b> 223/2024
<b>Department:</b> Administration	<b>Authority:</b> Council
<b>Effective Date:</b> June 24, 2024	<b>Revision Date:</b>
<b>Review Date:</b> June 2027	<b>Repealed Date:</b>
<b>Supersedes:</b> CS-HR-11 & CS-HR-12	
<b>Related Procedure No.:</b> CS-HR-14	
<b>Related Procedure Name:</b> Workplace Violence & Harassment Prevention Procedure	

## 1.0 PURPOSE

1.1 The Town of Taber is committed to eliminating or, if that is not reasonably practicable, controlling and preventing the hazard of violence and harassment in the workplace and promotes a workplace free of violence and harassment. In conjunction with the Occupational Health and Safety Code Part 27, any act of violence or harassment committed is unacceptable and such conduct will not be tolerated.

## 2.0 POLICY STATEMENT

- 2.1 The Town of Taber is committed to:
- 2.1.1 Fostering a workplace free from Violence and Harassment where all employees are treated with dignity and professionalism;
  - 2.1.2 Educating our employees in the recognition of violence and harassment and the operation of our policy and procedures in this regard;
  - 2.1.3 Taking necessary action in response to such reported incidents, utilizing proper investigative procedures;
    - 2.1.3.1 The employer will investigate any incidents of violence or harassment and take corrective action to address the incidents;
  - 2.1.4 Providing appropriate support for victims.
- 2.2 The Town of Taber will not disclose the circumstances related to the incident of violence or harassment or the names of the complainant, the person alleged to have committed the violence or harassment and any witnesses, except:
- 2.2.1 Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident,



2.2.2 Where necessary to inform workers of specific or general threat of violence or potential violence, or

2.2.3 As required by law.

2.3 The Town of Taber will disclose only the minimum amount of personal information under 2.2.2 that is necessary to inform workers of specific or generalized threat of violence or potential violence.

### 3.0 APPLICATION

3.1 This policy applies to Elected Officials, Board, Committee or Commission members, police officers, all police service employees, and all current employees of the Town of Taber, including full-time, part-time, casual, contracted, permanent and temporary employees.

3.2 This policy applies to all settings that are in some way connected to work, including but not limited to off-site meetings, training and on business trips.

3.3 This policy is not intended to discourage a Worker from exercising the Workers' rights pursuant to any other law, including the Alberta Human Rights Act.

3.4 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

### 4.0 DEFINITIONS

4.1 **Workplace Violence:** Encompasses threatened, attempted, or actual conduct that causes or is likely to cause physical or psychological harm. This includes physical violence and aggression, threatening behaviour, verbal or written threats, domestic violence, and sexual violence.

4.2 **Domestic Violence:** A pattern used by one person to gain power and control over another with whom a person has or has had a personal relationship. This can range from subtle, coercive forms to violent acts that result in physical harm or death. It is recognized as a workplace hazard when it occurs or impacts the workplace, potentially endangering the targeted worker and coworkers.

4.3 **Sexual Violence:** Defined as any sexual act or attempt against a worker's sexuality through coercion, within a workplace or work-related context. It may include obscene name-calling, sexual assault, online threats, harassment, and exploitation.

4.4 **Workplace Harassment:** Means 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 humiliate a worker, or adversely affects the worker's health and safety, and includes:

4.4.1 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,



4.4.2 a sexual solicitation or advance.

Exclusions to this definition include reasonable actions taken by employers or supervisors in the normal management of workers or a work site, as well as difference of opinion or minor disagreements between co-workers, provided that efforts are made to resolve the conflict.

4.5 **Sexual Harassment:** Is any unwelcoming sexual behaviour that adversely affects, or threatens to affect, directly or indirectly, a person’s job security, working conditions, or prospect for promotion or earnings; or prevents a person from getting a job, living accommodations or any kind of public service.

Sexual harassment can include such things as pinching, patting, rubbing, or leering, ‘dirty jokes’, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of sexual nature. The behaviour need not be intentional in order to be considered sexual harassment.

5.0 ADDITIONAL REFERENCES

- Employee Code of Conduct Policy
- Health & Safety Policy
- Whistleblower Policy
- Council Code of Conduct Bylaw
- Workplace Violence and Harassment Prevention Procedure
- Part 27 OHS Code Violence and Harassment
- Hazard Assessment

  
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MAYOR

June 26, 2024  
DATE

  
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CHIEF ADMINISTRATIVE OFFICER

June 25/24  
DATE

