



VILLAGE OF BITTERN LAKE

POLICY AND PROCEDURES

POLICY #06/2022 – VIOLENCE IN THE WORKPLACE POLICY

MOTION

1. PURPOSE AND APPLICATION

The Village of Bittern Lake is committed to providing an environment that is free from all violence and where mutual respect is given. The Village of Bittern Lake does not tolerate violence in any form in the workplace perpetrated by or against employees, clients or other third parties. Any act of violence committed is unacceptable and such conduct will not be tolerated.

2. GENERAL POLICY PRINCIPLES

The Village of Bittern Lake is committed to:

- a) Promoting a violence-free workplace where all employees are treated with respect and dignity;
- b) Educating our employees in the recognition of violence and the operation of our policy and procedures in this regard;
- c) Taking necessary action in response to such reported incidents, utilizing proper investigative procedures; and
- d) Providing appropriate support for victims.

This policy applies to Elected Officials, Board, Committee or Commission members, and all current employees of the Village of Bittern Lake, including full-time, part-time, casual, contracted, permanent and temporary employees.

This policy applies to all behavior and actions that is in some way connected to work, including during off-site meetings, training and on business trips. This policy applies to all employees, visitors, and clients to the Village of Bittern Lake.

3. DEFINITIONS

- a) “Violence” occurs when an employee is subjected to physical acts of violence or threats that harm a person or property.
Examples of violence, but not limited to, that will not be tolerated in the Village worksites are: verbal, psychological, or physical abuse, intimidating or bullying, threatening behavior, domestic or sexual violence, or concealing or using a weapon.
- b) “Violence” is any incident in which an employee is threatened or assaulted on village premises or in circumstances relating to the employee executing their job



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duties; a client or visitor to the workplace is threatened or assaulted on city premises; or an employee threatens or assaults a client, co-worker or other individual in circumstances relating to the employee's execution of their duties.

4. POLICY RESPONSIBILITIES

Employees:

- a) Employees are responsible for informing their Supervisors of any violence or any potential risk of violence they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's safety.
- b) Employees are responsible for reporting to their Supervisors any incidents of violence according to the procedures set out in this policy.
- c) Employees are responsible for attending or information sessions provided by the employer to reduce violence or risks of violence.
- d) Employees are expected to co-operate with the police, city investigators or other authorities as required during any investigation related to the incident.
- e) No workers 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 violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

Employers/Supervisors:

- a) Employers/Supervisors are responsible for implementing these policies and ensuring that all procedures are free of discrimination and assessing the risk of violence to employees in their jurisdiction, minimizing those risks where necessary or reasonably possible and informing any affected employees of such risk or potential risk.
- b) Employers/Supervisors are responsible for ensuring employees are trained to:
 - a. Recognize the potential for violence;
 - b. Follow the procedures and policies developed to minimize risk;
 - c. Respond to incidents appropriately; and
 - d. Report and document such incidents.
- c) Employers/Supervisors are responsible for and reporting risks of violence or incidents of violence to the proper authorities.
- d) Employers/Supervisors are responsible for ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees before investigating the incident or taking reports.
- e) Employers/Supervisors are responsible for co-operating with the RCMP or other authorities as required during any investigation related to the workplace incident.
- f) Employer/Supervisor pledges to respect the privacy of all concerned as much as possible. Employer/Supervisor will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of



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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. Employer/Supervisor 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.

5. CONSEQUENCES

- a) Any employee who violates this policy will be subject to appropriate disciplinary action, which may include but is not limited to, denial of participation in certain activities, refusal of access to people and workplaces, termination of employment, removal from boards or committees, and criminal charges.
- b) Members of the public, visitors to Village facilities and individuals conducting business with the Village of Bittern Lake are expected to treat the Village's employees and representatives respectfully. This includes refraining from any violent behavior towards Village of Bittern Lake employees, elected officials, volunteers, contractors and business partners. If any such behavior occurs, the Village will take appropriate action. This could include barring individuals from accessing Village facilities and people, discontinuing business with contractors or suppliers, and legal action as well as potential criminal charges.

6. SCHEDULE FOR REVIEWMENT

This Policy will be reviewed every three years unless an earlier review date is triggered by Council or legislation.

This Policy was implemented on **September 13, 2022**

Approved by Council Resolution: **# 207/22**

This Policy must be review by **September 01, 2025**