


Number: SH10  
Administered by: Healthy Organization  
Approved by:   
Effective date: August 30, 2021  
Last Review: October 15, 2018  
Next Review: January 2024  
Page: 1 of 4



## WORKPLACE HARASSMENT & VIOLENCE PREVENTION

### PURPOSE

The City is committed to protecting the health and safety of people by eliminating, or where that is not reasonably practicable, controlling the hazards of workplace harassment and violence. This policy does not discourage a worker from exercising their rights under any other law, including the *Alberta Human Rights Act* or *Criminal Code*.

### PERSONS AFFECTED

Employees/Special Purpose Bodies

### POLICY STATEMENT

Workplace harassment and violence will not be tolerated from any person at or outside of the work site. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment and violence. The City of Lethbridge will ensure this policy and the supporting procedures are implemented and maintained.

### RESPONSIBILITIES

General Manager and Manager will:

- Ensure a written incident report is completed.
- Adhere to this policy and the supporting procedures.
- Investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment or violence in a fair, respectful and timely manner.
- Respect the privacy of all concerned as much as possible.

- Prevent disclosure of the circumstances related to an incident of harassment or violence, the names of the parties involved (including the complainant, the person alleged to have committed the harassment or violence, and any witness) 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, or as required by law.
- Ensure no worker is penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment or violence.

Supervisors will:

- Adhere to this policy and the supporting procedures.
- Refrain from causing or participating in harassment or violence.
- Address as soon as reasonably practicable any observed behaviours of workplace harassment or violence
- Raise any concerns about harassment or violence and report any incidents to the appropriate person.
- Participate honestly and completely in investigations related to workplace harassment or violence.

Workers will:

- Work in compliance with this policy and the supporting procedures.
- Refrain from causing or participating in harassment or violence.
- Raise any concerns about harassment or violence and report any incidents to the appropriate person.
- Participate honestly and completely in investigations related to workplace harassment or violence.

Healthy Organization Manager will:

- Support the General Manager, Manager and the People & Culture department with the investigation of a reported event of workplace harassment or violence.
- As necessary, complete structure professional judgement violence threat risk assessments; establishing safety plans and liaison with police services as required.
- Refer all formal written harassment allegations to the General Manager of People & Culture; as per HR11: Harassment
- Report in a timely manner and to the appropriate employer representative any concern involving workplace harassment or violence (including inappropriate management action or abuse of power).

**DEFINITIONS**

- Employee: means a person, volunteer or a contractor employed by the City.
- General Manager: means an employee who is directly accountable for the performance of a declared department.

- **Hazard**: means a situation, condition or thing that may be a potential source of harm to the physical, psychological or social well-being of people, and/or damage to property.
- **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 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 identify, gender expression and sexual orientation, and
  - a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.
- **Incident**: means occurrence arising out of, or in the course of, work that could or does result in injury and ill health.
- **Injury and Ill Health**: means adverse effect on the physical, mental or cognitive condition of a person
- **Manager**: means a person employed by the City with the formal authority to exercise management rights on behalf of the City.
- **People/person**: includes employees, contractors, volunteers, suppliers, service providers, self-employed persons, citizens and visitors.
- **Special Purpose Body**: means a committee, board, or commission which is established under the legislated powers of the City but has their own legislation or bylaws, current ones being Galt Museum & Archives, Lethbridge Public Library, and Lethbridge Police Commission.
- **Supervisor**: means a person who has charge of a work site or authority over a worker.
- **Violence**: whether at a work site or work-related, means 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.
- **Worker**: means a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization or employer.
- **Work site**: means any location, including a vehicle or powered mobile equipment, where a worker is engaged in his or her occupation.

## **REFERENCES**

- *Occupational Health and Safety Act*
- *Alberta Human Rights Act*
- *Freedom of Information and Protection of Privacy Act*
- International Organization for Standardization. (2021). *Occupational health and safety management systems – Psychological health and safety at work – Guidelines for managing psychosocial risks* (ISO Standard No. 45003:2021)
- HS1: Workplace Safety & Health
- RM7: Incident Investigation
- HR11: Harassment
- HR15: Discipline: Union Employees
- HSMS Guidance Document 1.0: *Understanding Our Health & Safety Management System*
- HSMS Guidance Documents 1.1: *Understanding HSMS Roles & Responsibilities*
- Collective Agreements

## **REVISION/REVIEW HISTORY**

- May 3, 2004: New document (RM13: Preventing Workplace Violence)
- September 6, 2006: Reviewed and re-issued
- March 4, 2009: Reviewed, revised City Manager signature and re-issued
- July 24, 2018: Significant revision (RM13: Workplace Violence Prevention)
- July 24, 2018: New document (RM16: Workplace Harassment Prevention)
- August 30, 2021: New document. Compilation of RM13: Workplace Violence Prevention and RM16: Workplace Harassment Prevention into one policy