

**VIOLENCE IN THE WORKPLACE POLICY**

Subject: Personal Conduct

Ref: Staff

Code: 18

Date Approved: September 14, 2021 Motion No: 327/14/09/21 Replaces: 174/26/04/11

The County of Northern Lights  
believes in prevention of violence and promotes  
an abuse-free environment in which all people  
respect one another and work together to  
achieve common goals.

The County of Northern Lights  
proposes to do this by recognizing potential for  
acts or threats directed against employees; and  
will ensure that all employees are aware of  
hazards and are trained to the appropriate level.

Signed:   
Chief Elected Official

Signed:   
Chief Administrative Officer

## PROCEDURE:

The County of Northern Lights has developed a policy intended to raise awareness of and prevent violence and abuse from occurring in the workplace; and put in place measures by which to deal quickly and effectively with any incidents that might occur. See also *Administrative Directive #HS009 – Workplace Bullying, Harrasment and Violence and HS009.1 – Workplace Bullying, Harassment and Violence Response/Reporting Procedures.*

### Definition of Violence/Abuse

Violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.

#### 1. Procedure if you are being abused or violated:

A. As the victim you must make your feelings known verbally to the alleged offender, directly or with assistance of a third party. *[It is imperative that the alleged offender be made aware that the behavior or conduct is offensive to the victim and be given the opportunity to cease such behavior.]*

B. Carefully record details of the incident/s (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.

C. File a complaint. If, after asking the offender to stop his/her behavior, the offences continue, report the problem to one of the following individuals:

Chief Administrative Officer  
Person Responsible for Human Resources  
Union Representative

#### 2. Dealing with a complaint

A. Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation. If a complaint is filed through the union as a grievance, a meeting will be held with the union representative before and after the investigation.

B. Both the complainant and the alleged offender will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.

C. If the investigation reveals evidence to support the complaint of violence/abuse, the offender will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the offender's file. No

documentation will be placed on the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.

- D. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged offender.
- E. Regardless of the outcome of a violence/abuse complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer, denial of opportunities within the municipality or harassment of an individual as a result of her/his having made a complaint or having provided evidence regarding the complaint.

3. Responsibility of Management

- A. To ensure a copy of this policy is available to all and clearly posted in the workplace.
- B. It is the responsibility of a lead hand, director, manager, or any person within this municipality supervising one or more employees to take immediate and appropriate action to report or deal with incidents of violence/abuse of any type whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant ever be told to deal with it personally.