



POLICY NO: 4  
TITLE: Violence and Harassment Policy Approval Date: May 6, 2019

### *POLICY STATEMENT*

To ensure that employees of the Grande Prairie Regional Sport Connection have a work environment that is free of violence or harassment of any kind, whether it arises from another employee or any other person visiting the workplace, or interacting with staff.

This policy will ensure that:

- a) Individuals are aware of, and understand that, acts of violence or harassment are considered a serious offence for which necessary action will be imposed;
- b) Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- c) Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

### **Definitions**

#### Workplace harassment means:

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome.
- b) This includes unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It includes behavior that intimidates isolates or discriminates against the targeted individual.

#### Workplace violence means:

- a) The exercise or attempt of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker,
- b) A threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

**4.1** Grande Prairie Regional Sport Connection will not tolerate any incidents of workplace violence or harassment perpetrated against or by any employee, customer, vendor, contractor, visitor, or any other person. With respect to workplace violence and harassment as defined by this policy, any contravention may result in the following:

- a) Removal from the property;
- b) Discipline or dismissal;

All physical assaults involving an employee or occurring at Grande Prairie Regional Sport Connection will be reported to the police. Threats of physical violence will be reported to the authorities, as appropriate.

#### **4.2 Domestic Violence**

- a) Any employee, or knowledge of another employee, experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to their manager/supervisor so that necessary preventative precautions may be taken to protect all employee

#### **4.3 Response to a Violent or Harassment Event or complaint**

- a) Any employee who observes workplace violence or harassment, or is a victim thereof, shall immediately go to a safe location and report it to the Executive Director or the Board Chair. In the event that the Executive Director or the Board Chair are not available, staff shall contact the police if they feel it is necessary.
- b) All complaints and incidents are to be recorded in writing, by the reporting person or employee, providing a copy to the Executive Director or Board Chair.
- c) The Executive Director or the Board Chair will promptly carry out an investigation. All reports will be investigated, and information will be kept confidential, to the extent possible. The results of the investigation will be communicated to the complainant and the accused as soon as possible, but no later than 3 weeks from the time the complaint was made.
- d) At the conclusion of the investigation of a complaint or incident, the Executive Director or Chair will provide a written report of the findings and provide any recommendations to prevent a recurrence. Following the investigation, the appropriate corrective action will be determined by the Board Chair and the Executive Director of the employee(s) involved. There will be no reprisal for any employee making a genuine complaint. However, if it is determined that a false accusation has been made in bad faith, appropriate measures will be taken.
- e) All employees who are subject to workplace violence or harassment also have the option of pursuing recourse through the Alberta Human Rights Commission, the Criminal Code and/or the Alberta Criminal Injuries Compensation Board.

#### **4.4 Reprisals**

- a) If any employee engages in workplace violence or harassment, an investigation will take place immediately. The employee responsible for the violence or harassment may face discipline, which may include immediate termination. The complainants and witnesses to the acts of violence or harassment will be protected from reprisals as long as they have acted in good faith and they have complied with AHSA.

**Code of conduct declaration**

I, \_\_\_\_\_(Employee/Volunteer – please print), have read, understand and agree to abide by the Code of Conduct of the Grande Prairie Regional Sport Connection and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

(Volunteer/Employee - Signature)

Date Revised \_\_\_\_\_ Signature \_\_\_\_\_