



DIRECTIVE A-HR02

Workplace Harassment, Bullying and

Violence

Prepared By: Human Resources, and
Safety Coordinator

Effective Date: June 24, 2014

Previous Revision Date: January 12, 2010 (HR-002)

References: Alberta Human Rights, Citizenship
and Multiculturalism Act;
Alberta OH&S Code Part 27;
Parkland County Violence Prevention
Program; Policy HR 022
Procedures HR02-P1 and HR02-P2

APPROVALS:

CAO _____

General Manager _____

Manager _____

LAS Review Date May 22, 2014

Function: Personnel

PURPOSE

The purpose of this directive is to affirm Parkland County's non-tolerance of unacceptable behaviour in the workplace and to emphasize the responsibilities of all Parkland County employees in this regard.

DIRECTIVE STATEMENT

Parkland County respects the rights and interests of all employees and is committed to providing a working environment free of harassment, bullying and violent behavior. Parkland County is committed to a working environment which supports mutual respect, dignity and the ability of employees, contractors, students, and whomever we do business with or are associated with, to work together collaboratively and productively.

Any act of harassment, bullying and violence committed by or against any person(s) by an employee or any other individual affiliated with Parkland County is unacceptable conduct and will not be tolerated.

DEFINITIONS

1. "Bullying" means a conscious, willful, deliberate, repeated and hostile activity that may be marked by an imbalance of power, intent to harm and/or threat of aggression. It can be verbal such as name-calling, put-downs, threats, homophobic tendencies (prejudiced behavior against a person's actual or perceived sexual orientation), transphobic tendencies (prejudiced behavior against a person's actual or perceived gender identity or gender expression), social (exclusion, gossip, ganging up), physical (hitting, damaging property), or cyberbullying (the use of technology to support deliberate, hostile and hurtful behavior towards an individual or groups of individuals). It can occur within a peer group or between groups.

Bullying may include, but is not limited to the following:

- a. Verbal Bullying – name calling, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender or sexual orientation, unwanted comments.
- b. Social Bullying – mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.
- c. Physical Bullying – hitting, poking, pinching, chasing, shoving, coercing, or destroying.

- d. Cyber Bullying – using technology to intimidate, put down or spread rumors about someone.

2. "Employees" includes an Employee of the County, supervisor, manager, General Manager, Chief Administrative Officer, worker and volunteer.
3. "Evidence" means a record that shows proof of an activity. Recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and **kept as a record** of such activity. A record includes both business (substantive) and transitory records.
4. "Harassment" means when a person is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Harassment may include, but is not limited to the following:
 - a. Race
 - b. Religious beliefs
 - c. Color
 - d. Gender
 - e. Physical or mental disability
 - f. Age
 - g. Ancestry
 - h. Place of origin
 - i. Marital status
 - j. Source of income
 - k. Family status
 - l. Sexual orientation.
5. "Sexual harassment" for the purpose of this directive is one or a series of incidents involving unwanted sexual advances, unwanted requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature.
 - a. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. When submission to, or rejection of, such conduct by an individual affects that individual's employment.

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 a sexual nature. The behavior need not be intentional in order to be considered sexual harassment.
6. "Violence" means threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. Violence may include, but is not limited to the following:
 - a. Stranger violence – when the individual is not known to the employee and/or Parkland County.
 - b. Employee to employee violence – when the incident involves two Parkland County employees.
 - c. Client or customer to employee violence – when the individual is known to the employee and/or Parkland County.
 - d. Domestic Violence – is a pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.
7. "Workplace" means any physical location in which work related activities are performed under the control of Parkland County, which includes work based social gatherings and meetings such as conferences, seminars etc..

SCOPE

This directive applies to all Parkland County employees.

MANAGEMENT RESPONSIBILITIES

Managers and Supervisors

It is the responsibility of a manager, supervisor or any person within Parkland County who supervises one or more employees to take immediate and appropriate action to report or deal with incidents of harassment, bullying and violence 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 be told to deal with it personally.

Employees

All employees shall conduct themselves in a manner that meets acceptable social standards as outlined in the directive and contribute to a positive work environment where they treat the public, clients and co-workers with dignity and respect. They will refrain from engaging in any behaviour that may be perceived as harassment, bullying or violence in the workplace. They will familiarize themselves with the procedures that are in place to protect them and will attend training sessions, when required. All employees are responsible for reporting any incidents as set out in this directive.

Human Resource Services

It is the responsibility of Human Resources to:

- Ensure employees have acknowledged receipt of this directive,
- Provide training on harassment and bullying,
- Investigate alleged acts of harassment and bullying,
- Arrange assistance for employees, and
- Implement, monitor and evaluate this directive.

Safety Coordinator

It is the responsibility of the Safety Coordinator to:

- Communicate the existence of the directive,
- Investigate workplace violence incidents, and
- Arrange for workplace violence training.

STANDARDS

1. Employees are to be made aware of and understand that acts of harassment, bullying and violence are considered a serious offense for which necessary action will be imposed.
2. Those subjected to acts of harassment, bullying and violence shall be encouraged to seek assistance they may require in order to pursue a complaint.
3. Employees are to be advised of available recourse if they are subjected to, or become aware of, situations involving harassment, bullying and violence.
4. Action will be taken against an employee or an individual for making a complaint if the complaint is made maliciously or without reasonable and probable grounds.
5. Parkland County will treat all complaints of this nature seriously and will ensure that they are resolved quickly, confidentially and fairly.