

**POLICY HR-002****Workplace Harassment & Violence**

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Title of Policy:	Workplace Harassment & Violence	Council Res. Number:	08-10
Prepared By:	Human Resources and Safety Coordinator	Effective Date:	January 12, 2010
References:	Alberta Human Rights, Citizenship and Multiculturalism Act; Alberta Alberta OH&S Code Part 27; Parkland County Safe Work Procedures	Previous Revision Date:	April 25, 2006

PURPOSE

The purpose of this policy 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.

POLICY STATEMENT

Parkland County is committed to maintaining a safe, healthy and rewarding work environment for its existing and prospective employees.

Parkland County respects the rights and interests of all employees and is committed to providing a working environment free of harassment, intimidation and violent behaviour in the workplace. An 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 disrespect or violent behaviour committed by or against any person is unacceptable and will not be tolerated. Parkland County will treat all complaints of this nature seriously and will ensure that they are resolved quickly, confidentially, and fairly.

DEFINITIONS

1. "Workplace" means the County buildings, facilities, sites, offices and work places; locations visited by employees while traveling on County related business; and locations of work-based social gatherings.
2. "Harassment" means unwelcome and inappropriate verbal, visual or physical conduct, by any individual(s), which offends or humiliates a person, and can interfere with that person's ability to do their job. It may directly or indirectly adversely affect or threaten to affect a person's job security, prospects of promotions or earnings, working conditions or opportunity to secure a position.
3. "Violence" means threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.

SCOPE

This policy applies to all Parkland County employees.

MANAGEMENT RESPONSIBILITIES

It is the responsibility of Human Resources to ensure all employees have acknowledged receipt of this policy. Human Resources will support the interpretation and monitor the use of this policy.

It is the responsibility of department supervisors and managers to ensure there is no harassment or violence in the workplace. They will use their best effort to promote a safe, healthy and rewarding work environment. This will include developing awareness, training and communication programs in support of this policy regarding the consequences of inappropriate behavior. They will ensure all formal complaints are investigated confidentially and fairly.

It is the responsibility of all Parkland County employees to ensure that their work environment is free from harassment and violence in the workplace. All employees shall conduct themselves in a manner that meets acceptable social standards as outlined in the policy 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 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 policy.

It is the responsibility of the Safety Coordinator to follow-up on the investigation in the event of a situation involving workplace violence.

STANDARDS

1. Harassment may include, but is not limited to the following:
 - a. Verbal or mental abuse such as inappropriate comments and the use of obscene language, gestures, leering, threats, intimidation, derogatory remarks, jokes, innuendoes, pictures or pornographic materials,
 - b. Inappropriate and unnecessary physical contact such as striking, pinching, kicking, bumping including any threatened or attempted acts of this nature,
 - c. Use, display or distribution of material that is inappropriate or offensive,
 - d. Unsolicited and unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature,
 - e. Physical contact of a sexual nature, coercion or other unwanted pressure, questions or suggestions of a sexual nature,
 - f. Any decisions, based on a sexual condition, which may compromise an employee's career.
2. Violence may include, but is not limited to the following;
 - a. Rumors, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, sexual assault, arson and murder.

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