

TOWN OF FLORENCEVILLE-BRISTOL

PREVENTING VIOLENCE AND HARASSMENT IN THE WORKPLACE POLICY

POLICY NO: 23

Category:	Human Resources
Policy Number:	23
Effective Date:	July 16, 2019
Approval by Council:	July 16, 2019
Supersedes:	Not Applicable
Amended:	Not Applicable

1. PURPOSE:

The Town of Florenceville-Bristol is committed to providing a work environment where all workers are treated with respect and dignity, free from workplace violence and harassment. Workplace harassment or violence will not be tolerated from any person in the workplace including customers, clients, other employees, supervisors, co-workers and members of the public. This policy shall act as a Code of Practice to prevent violence and harassment in the workplace.

2. DEFINITION:

“WORKPLACE HARASSMENT”

In a place of employment, means any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome, including bullying or any other conduct, comment or display made on either a one-time or repeated basis that threatens the health or safety of an employee, and includes sexual harassment, but does not include reasonable conduct of an employer in respect of the management and direction of employees at the place of employment.

“WORKPLACE VIOLENCE”

In a place of employment, means the attempted or actual use of physical force against an employee, or any threatening statement or behaviour that gives an employee reasonable cause to believe that physical force will be used against the employee, and includes sexual violence, intimate partner violence and domestic violence.

“INCIDENT INVESTIGATOR:

In the context of this policy shall mean the CAO or department head.

3. REPORTING:

Workers must report any incidents of workplace harassment to the Incident Investigator. This can be done verbally or in writing by use of a harassment complaint form.

4. IMPLEMENTATION:

The CAO is responsible for implementing the code of practice.

5. INVESTIGATION:

The Incident Investigator will investigate and deal with all complaints or incidents of workplace harassment fairly, respectfully and timely. The investigator will ensure the investigation is kept confidential, unless necessary to conduct the investigation or as required by law. The investigator will remind the worker who reported the workplace harassment, the respondent(s) and any witness(es) of confidentiality requirements under the workplace harassment program.

The Incident Investigator must provide the investigation results in writing to the affected employees.

6. CORRECTIVE MEASURES:

The Incident Investigator and the affected department will implement corrective measures identified in the investigation. Notices will be put on employee bulletin boards if there are new or revised procedures to follow.

7. WORKPLACE RISK ASSESSMENT

An assessment has been completed of the work areas, and have identified areas that may be at risk for violence:

- a) Building security: The NCCC, Town Office, Welcome Centre and Shogomoc Railway Museum are public buildings. There is no key card required for entrance.
- b) Reception: Visitors to the Town Office sometimes enter when nobody is sitting at the Reception desk.
- c) Handling money: All four locations collect payments, which can include cash.
- d) Working alone: Occasionally, staff will work alone in a building (normally after hours), which can be a hazard for workplace violence including sexual violence.
- e) Domestic/intimate partner violence: When domestic/intimate partner violence follows a victim to work, it becomes a workplace issue. An aggressor can present a risk to the victim or others in the workplace itself.

8. WORKPLACE CODE OF PRACTICE TO PREVENT RISK OF VIOLENCE

Following the Workplace Risk Assessment, the following codes of practice shall be followed to prevent the risk of violence in the workplace:

- a) Building security: Since it is not practical to have a key card access to public buildings, all efforts shall be made to have two people working together at any given location. When this is not possible, staff shall make themselves familiar with Safe Work Procedure # 018 in the Town’s Occupational Health & Safety Manual entitled Working Alone at the Northern Carleton Civic Centre. This document has tips on ensuring staff safety, as well as emergency contact numbers. The tips would be applicable for any building.
- b) Reception: A chime sounds whenever someone enters the front door at the Town Office building to alert staff.
- c) Handling money: The amount of cash on hand at any location should be kept to a minimum. Cash at the Town Office is kept in the safe until the deposit is ready. The addition of debit and credit card transactions will reduce the amount of cash on hand.
- d) Working alone: Outside of normal building hours, the doors should always be locked when there is only one person in the building. For clarity, when staff are working alone after hours, they would re-lock the door once they enter. Similarly, the second to last person who leaves the building at the end of the workday would lock the door behind them. One-on-one meetings should be booked during regular working hours.
- e) Domestic / intimate partner violence: To ensure all employees have a safe and healthy workplace including protection of all employees from the risk of domestic violence in the workplace, staff who may be at risk should talk to their supervisor or a co-worker. The Town’s benefit package includes Employee Assistance Program (EAP), which may also be a good resource for the person at risk to receive help. The Town will work with the employee to develop a safety plan that is tailored to the situation to ensure all employees are safe.

9. SUMMARY:

All employees at the Town of Florenceville-Bristol including managers, supervisors, temporary employees, students and subcontractors are to adhere to this code of practice, report an incident of harassment as soon as possible and will not be penalized or disciplined for reporting an incident or for participating in an investigation. Harassment does not include reasonable management decisions, such as scheduling and shifts, work assignments, deadlines, work evaluation, performance management or disciplinary actions.

Certification for Town of Florenceville-Bristol Policy Manual:

I certify that this *Preventing Violence and Harassment in the Workplace Policy* was adopted by Council as indicated above.

_____ Mayor	July 16, 2019 _____ Date of Council Resolution
_____ Clerk	July 16, 2019 _____ Date Policy in Effect

**Town of Florenceville-Bristol
Reporting Harassment**

Name and contact information of worker who is reporting workplace harassment (your name and information):

Your name	
Your contact information	
Work	
Residence	
Cell	
Address	

Name of respondent(s)*	
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Contact information of respondent(s):

Work	
Residence	
Cell	
Address	

*Respondent is the person against whom the complaint is directed.

Details of the complaint:

Please describe in as much detail as possible the incident, names of parties involved, names of witnesses, date(s), time(s) and location(s) of the incident(s) and any other details. Attach additional pages if needed.

Details of the complaint:

Please describe in as much detail as possible the incident, names of parties involved, names of witnesses, date(s), time(s) and location(s) of the incident(s) and any other details. Attach additional pages if needed.

Employee Signature	
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Date of Report	
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**Town of Florenceville-Bristol
Harassment Investigation**

Company	
Workplace Address	
Phone	
Email	
Address	
Name and title of investigator:	
Date of investigation:	

Background Information

Name of person who reported the workplace harassment

If not the same person as above, name of the person(s) who allegedly experienced workplace harassment and their position(s)/department(s)

Date of complaint/concern and how reported

Name of respondent* and position/department

*Respondent is the person against whom the complaint is directed.

Complainant interview notes

Respondent interview notes

Possible witnesses

Witness interview notes (include what they have observed or aware of)

Other documents needed

Harassment Investigation Tips

Conducting the Investigation

- Take detailed notes
- Obtain/complete a harassment complaint form from the person reporting the harassment (complainant).
- Interview the complainant and the respondent.
- List any possible witnesses from both parties (complainant and respondent).
- Interview relevant witnesses on what they have observed or are aware of.
- Review all documents from the complainant, respondent, witnesses and employer. Determine if there are other records you need.
- Keep the investigation confidential. Instruct all that are involved not to talk to others about the investigation.

Investigation Report and Result

Document your investigation and findings by providing the following:

- Employee concerns and complaint (attach more pages if necessary):
 - Date of first incident
 - Date of last incident
 - Date of other incident(s)
- Response from respondent(s) (attach more pages if necessary)
- List witnesses and summary of evidence gathered from them in statements (attach more pages if necessary)
- List documents collected and from whom they were obtained (attach more pages if necessary)
- Provide a summary of what was considered to determine if workplace harassment occurred and your findings.
- Recommended next steps
- Submit the full report to Human Resources and inform the complainant and respondent of the date the report was sent.

**Town of Florenceville-Bristol
Harassment Investigation Report and Result**

Complainant name	
Respondent name	
Date of first incident	
Date of last incident	
Date of other incident(s)	

Complaint summary

Respondent response summary

Witness 1 name

Witness 1 evidence gathered from statement

Witness 2 name

Witness 2 evidence gathered from statement

Witness 3 name

Witness 3 evidence gathered from statement

Documents collected and from whom

Summary of what was considered to determine if workplace harassment occurred and findings

[Redacted area]

Recommended next steps

[Redacted area]

Investigator signature

[Redacted area]

Date report completed

[Redacted area]

Date report sent to HR

[Redacted area]

Informed complainant report was sent to HR on _____
(date)

Informed complainant report was sent to HR on _____
(date)