

Policy Title: Workplace Violence Prevention Policy	Policy #: HS 003
Authority Approval: MAYOR & COUNCIL	Resolution #: 011-2020-01-13
	Effective Date: Jan 13, 2020
Distribution:	
<input checked="" type="checkbox"/> Master	<input checked="" type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Library
<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Public Works
<input checked="" type="checkbox"/> FCSS	<input checked="" type="checkbox"/> Recreation

The management of the Town of Beaverlodge is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. The Town will take whatever steps are reasonable to protect all workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to contractors, board members, public users, facility management and staff, customers, and clients.

The Town of Beaverlodge, as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. All managers, supervisors, workers, volunteers, elected officials, prime contractors, contractors and all worksite parties are obligated to uphold this policy and work together to prevent workplace violence.

Violence, whether at a work site or work related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

In support of this policy, implementation of the workplace violence prevention procedures is available for all workers and worksite parties. The prevention procedures include measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

The Town of Beaverlodge will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the content of the prevention policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that workers follow the control measures and procedures and workers have the information they need to protect themselves.

All workers must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats to the appropriate person.

The Town of Beaverlodge will investigate in an objective and timely manner and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair, respectful and timely manner.

The Town of Beaverlodge pledges to respect the privacy of all concerned as much as possible. The Town will not disclose the circumstances related to an incident of violence or the names of the complainant the individual alleged to have committed the violence and any witnesses. Disclosure of details and names of the individuals involved may be necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded, discriminated or harassed or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*, or contacting Police or filing a grievance.

Reviewed/Amended	Date: January 13, 2020
Mayor	CAO