



City of Lloydminster

Policy

Policy Title:	Violence & Harassment Prevention Policy	Policy Number:	135-03
Date of Adoption:	June 22, 2020	Motion Number:	215-2020
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. To ensure a safe, respectful, Violence and Harassment free workplace for all Employees.
- 1.2. To ensure practices are established to prevent and respond to Violence and Harassment and provide appropriate support and confidentially to Employees that are impacted.
- 1.3. To maintain proper documentation, investigation, and correction of incidents, while ensuring legislative compliance.

2. Objective:

- 2.1. The City is committed to minimizing or eliminating the risk of Violence and providing equal employment opportunities free of Harassment and prohibits all forms of discrimination.
- 2.2. This policy is not intended to discourage any Employee from exercising rights pursuant to any law.

3. Definitions:

City	The corporation of the City of Lloydminster.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Contractors	An organization separate from the City of Lloydminster that has entered into a written agreement to perform work for the City of Lloydminster.
Employee	Any person employed by the City of Lloydminster, which includes and is not limited to: any person employed in the capacity of a fulltime, part-time, casual, seasonal, summer, or contracted position.
Formal Complaint	A written and detailed account of Violence or Harassment signed by the complainant.
Harassment	Any single incident or repeated incidents of objectional, inappropriate, or unwelcome conduct, comment, bullying, display, action, or gesture by a person that the person knows or ought reasonably to know will or would cause

	<p>offence, humiliation, or intimidation to another person, or adversely affects the other person's health and safety; and that:</p> <ul style="list-style-type: none"> i. is based on any prohibited ground as defined in the <i>Alberta Human Rights Act</i> or <i>Saskatchewan Human Rights Code</i>; ii. includes a sexual solicitation or advance; iii. excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.
Harm	Any actual or perceived physical or psychological threat that is deliberately inflicted.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Supervisor	The individual an Employee reports to.
Third-Party Qualified Investigator	An investigator who has been determined by the Canadian Centre for Occupational Health and Safety to have the knowledge, training, and experience to act as an investigator.
Violence	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 and includes any threatening statement or behaviour that gives an Employee reasonable cause to believe that there is a risk of injury.

4. Scope:

4.1. This Policy applies to all Employees, Members of Council, and Contractors.

5. Policy Instructions:

- 5.1. The City shall apply applicable legislation for any incidents of Harassment or Violence, based upon where the incident has taken place.
- 5.2. Notwithstanding the conditions of the *Respectful Workplace Directive*, any complaint of Violence or Harassment shall be brought to the attention of Employee Relations and documented in accordance with the *Violence Directive* and the *Harassment Directive*.
- 5.3. Any act of Violence or Harassment, no matter the nature or intent, committed by or against any Employee or member of the public is unacceptable conduct and will not be tolerated in any form.
- 5.4. Any Employee threatened of Harm of any kind will be asked to report the incident to the RCMP.
- 5.5. In cases of alleged Violence or Harassment, the City commits to:

- 5.5.1. investigate Formal Complaints of Violence and Harassment in an objective, sensitive, prompt, and timely manner, respecting the privacy of all concerned as much as possible;
 - i. a Third-Party Qualified Investigator may be consulted dependent on severity, complexity, or level of position involved; and
- 5.5.2. take necessary corrective action when required.
- 5.6. No Employee shall make a complaint with intent that is frivolous, vexatious, malicious, or without foundation.
- 5.7. All Employees are entitled to work in an environment free from Harassment, unsolicited and unwelcome sexual overtures of any kind.
- 5.8. In some situations, a person may not realize that their behaviour is inappropriate or unwelcome:
 - 5.8.1. employees who consider any behaviour to be in contravention with this policy are encouraged to speak with that person and request that the conduct stop;
 - 5.8.2. should the Employee be uncomfortable approaching the person, then the Employee shall contact their immediate Supervisor or Employee Relations.
- 5.9. Persons that are asked to cease their inappropriate behaviour shall comply immediately and graciously with such requests.
- 5.10. The City will not disclose the identity of the complainant, the alleged person(s), or the circumstances of the complaint, except where:
 - 5.8.3. disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint;
 - 5.8.4. necessary to inform workers of a specific or general threat of violence or potential violence;
 - 5.8.5. disclosure is required by law.

6. Penalty:

- 6.1. Any Employee found to be in violation with this policy may be subjected to disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a verbal warning to dismissal with cause.
- 6.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the *Code of Conduct Bylaw* or the provisions of *The Lloydminster Charter*.

6.3. Any Contractor found to be in violation with this policy may be subjected to appropriate repercussions using existing contract provisions.

7. Responsibility:

7.1. City Council will review and approve all policies.

7.2. City Administration will administer the Policy through the use of a supporting Directive.

7.3. Sponsoring Department is responsible for creating and amending a supporting Directive.