



HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

POLICY AND PROCEDURE HANDBOOK

HUMAN RESOURCES

POLICY: WORKPLACE VIOLENCE AND HARASSMENT PREVENTION

Policy HUM 1.07

Purpose

Highway 14 Regional Water Services Commission (the "**Company**") is committed to building and preserving a safe, productive, and healthy working environment for its Workers based on mutual respect. In pursuit of this goal, the Company will neither condone nor tolerate any form of work-related Violence or Harassment against Workers. All Workers are obligated to uphold this policy and to work together to prevent work related Violence and Harassment and the Company is committed to protecting our Workers from the potential hazards associated with work related Violence and Harassment.

Application

This Policy applies to all Workers as defined below, and includes management personnel, executives, independent contractors, volunteers and agents or consultants of the Company.

Definitions

The following definitions apply in this policy:

Harassment: any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person, which the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affect the Worker's health and safety, and includes:

- a) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, physical characteristics, mental disability, age, ancestry, place

of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and

b) Sexual Harassment, including a sexual solicitation or advance,

but excludes any reasonable conduct of the Company or a Supervisor in respect of the management of workers at a work site.

Sexual Harassment: any unwelcome sexual behavior that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working environment or which creates an intimidating, hostile or offensive work environment. Sexual Harassment may involve a single incident or a series of incidents and may occur between a member of the opposite or same sex, gender or sexual orientation. Sexual harassment may be verbal, written, graphic or physical.

Supervisor: an employee of the Company who directs the work of others and may include managers, supervisors and other person in authority as designated by the Company from time to time.

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.

Worker: a person engaged in an occupation, including all full-time, part-time, seasonal, temporary, hourly and salaried employees of the Company, independent contractors, volunteers, agents, applicants and representatives when conducting business or performing duties on behalf of the Company (regardless of location), and includes Managers.

Workplace or Work Site: includes any physical location where and/or any piece of equipment or vehicle upon or within which a Worker performs work or services on behalf of the Company.

Policy

The Company is committed to eliminating or, if that is not reasonably practicable, controlling the hazards of Violence and Harassment in the Workplace. The Company seeks to provide a workplace with a professional atmosphere in which all Workers are treated with dignity and respect. The maintenance of such an environment is a responsibility shared by all Workers and the Company. All Workers are expected to perform their jobs in a business-like manner and free from bias, prejudice, Violence and Harassment.

In support of this Policy, the Company has put in place the Workplace Harassment and Violence prevention procedures as outlined below. These procedures include measures to protect Workers from the hazards of Harassment and Violence and a process for Workers to report incidents or raise concerns.

Procedures

Roles and Responsibilities

Every Worker must work in compliance with this Policy and the supporting procedures. For this Policy to achieve its desired results, everyone at the Company must know their responsibilities, as summarized below.

Workers

- Refrain from causing or participating in any incident of Harassment and/or Violence;
- Report work-related Harassment and/or Violence, threatened violence and other unacceptable behaviour to the supervisor, manager, designate, or board of directors;
- Participate in Safety education and training;
- Cooperate with the Company, Supervisor and the Health and Safety Committee/Representative; and
- Cooperate in investigations.

Supervisors

- Ensure that none of the Workers under the Supervisor's supervision are subjected to Harassment or Violence in the Workplace;
- Co-operate with the Company and the Health and Safety Committee/Representative;
- Work in cooperation with others in determining safe practices, enforcing compliance, developing procedures for dealing with violations of this Policy and general safety and incident prevention;
- Report all incidents immediately, investigate all incidents fully, and advise management on how to prevent similar incidents in the future;
- Carry out regular inspections of the Worksites under their responsibility to ensure a safe and healthy environment; and
- Hold regular safety meetings to review safety conditions and general safety policies.

Management

- Ensure that none of the Company's Workers are subjected to or participate in Harassment or Violence in the Workplace;
- Ensure that this Policy is administered and enforced at all Worksites;
- Ensure that all Workers are aware of and effectively practice the requirements and procedures set out in this Policy;

- Provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all employees;
- Provide ongoing health and safety education or training programs as required to effectively implement this, Policy;
- Cooperate with the Health and Safety Committee/Representative; and
- Monitor departments and projects and hold them accountable for their individual health and safety performance.

Training and Assessments

The Company will provide periodic training sessions to ensure that Workers are familiar with the requirements under this Policy, including at the commencement of employment and on an annual basis thereafter [**Annually**].

The Company will also:

- Inspect the Workplace at least once per year to identify potential hazards and document the findings in a hazard assessment report;
- Ensure all documents relating to any workplace complaints, including investigation reports, are maintained and stored by the Company for a period of at least two (2) years; and
- Review this Policy once every three (3) years to identify any change in circumstances that creates or could create hazards to Workers or discovering new risks associated with existing conditions.

The Company's assessment goals are independent from and in addition to any assessment or investigation requirements of the Occupational Health and Safety Committee or Representative.

Hazard Assessment Report

The Company will conduct a hazard assessment by taking a close look at the overall operation of the Company, including an assessment of the Worksite and types of work performed by the Workers, to identify hazards and measure risk to help prioritize hazards.

Once the hazard assessment is complete, the Company will produce a written report identifying the hazards and, where required, develop, implement and monitor related controls to address the hazards. A copy of this report will be provided to the board of directors.

Reporting

If you feel that you have been subjected to work-related Harassment and/or Violence by a Worker or another individual in connection with work matters, or if you witness an incident of Harassment or Violence taking place, you should:

- if possible, inform the offender that his or her actions, comments or behaviors are unwelcome and ask them to stop. Where it is difficult or unsafe to bring the matter to the attention of the alleged offender, or if the offending behaviors does not stop, contact your supervisor, or the board of directors if the concern is of the CAO.
- keep a written record on the nature of the apparent offence, relevant dates, times and circumstances, and the names of any witnesses.
- Make a formal complaint in writing, which must contain the following information:
 - Your name;
 - Your home phone number;
 - Your work phone number (if applicable);
 - Worksite location;
 - Nature of complaint;
 - Name of alleged perpetrator(s) (the "**Respondent(s)**");
 - Details of the complaint (describe incident(s) detailing behaviour, what was said, date(s), location, circumstances surrounding the incident, and names of any witnesses);
 - Objections made known – had you previously told the Respondent(s) that you objected to his/her behaviour and/or told an appropriate person in authority of your concerns? If so, provide details of the objections.

Investigation Process

Upon receiving a complaint or upon becoming aware of an incident that could be considered Workplace Harassment or Violence, the Company will investigate any incidents of harassment, discrimination or violence and will take corrective action to address the incidents.

The Supervisor or other person in authority is expected to record the details of the incident, assess the immediate danger, take the appropriate measures to safeguard Workers and the Worksite and notify the Company Health and Safety Committee (the "**Committee**"). The Company will work with the Committee to ensure that the appropriate investigation into the complaint is carried out. The Police Service will be notified if necessary.

All complaints of work-related Violence and/or Harassment will be investigated in a fair, respectful and timely manner and corrective action will be taken where warranted. The scope required for any given investigation will be determined on a case-by-case basis by the Company.

The person accused of work-related Violence and/or Harassment must participate in the ensuing investigation. He or she will be expected to co-operate and give their perspective on what occurred. Any person accused of work-related Violence and/or Harassment should make notes of their version of what happened, and indicate the date and if there were any others present. He or she must respond to the complaint and attend any meeting discussing the complaint. A manager may

be requested to assist in resolving the conflict. Any Worker who refuses to participate in an investigation will be subject to discipline, up to and including termination of employment.

The Company will respect the privacy of all parties concerned in the complaint or incident as much as possible. The Company will not disclose the circumstances related to an incident of work-related Violence and/or Harassment or the names of the parties involved (including the complainant, the person alleged to have committed the work-related Violence and/or Harassment, and any witnesses) except:

- a) where necessary to investigate the incident, to take corrective action, or to inform the parties involved in the incident of the results of the investigation and corrective action taken;
- b) Where necessary to inform workers of a specific or general threat of Violence or potential Violence (in which case, the Company will disclose only the minimum amount of personal information that is necessary to inform Workers of a specific or general threat of Violence or potential Violence); or
- c) as required by law.

No Workers will be penalized or reprimanded when acting in good faith while following this Policy and the supporting procedures. This Policy is not intended to discourage a Worker from exercising their legal rights under any law, including but not limited to the *Alberta Human Rights Act*.

Workers have a right to request the assistance of an occupational health and safety officer to resolve any complaint of work-related Violence and/or Harassment.

Following conclusion of the investigation, the Company will take appropriate corrective action to resolve the complaint, which may include disciplinary action up to and including termination of employment with just cause or, in the case of an independent contractor contracting with the Company, the termination of the contractor's contract as a result of a fundamental breach.

Regardless of the outcome of a complaint made in good faith, the Worker lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes demotion, unwanted transfer, denial of opportunities for advancement, as well as harassment of the individual as a result of his having made a complaint or having evidence regarding a complaint.

A person accused of work-related Violence and/or Harassment will be informed of the complaint, and of the progress of the investigation.

Fraudulent or Malicious Complaints

Unfounded, frivolous, or fraudulent allegations of work-related Violence and/or Harassment may cause both the accused person and the Company significant damage.

If the Company determines that any Worker has knowingly made false statements regarding an allegation of work-related Violence and/or Harassment, immediate disciplinary action will be taken up to and including termination of employment for just cause.

Worker Training

The Company will ensure that Workers are instructed on the hazards of Harassment and Violence, including:

- a) The recognition of Violence and Harassment;
- b) The policies, procedures, and workplace arrangements that effectively eliminate or control Violence and Harassment,
- c) The appropriate response to Violence and Harassment, including procedures for obtaining assistance, and
- d) The procedures for reporting, investigating and documenting the incidents of Violence and Harassment.

Worker Support

The Company will ensure that Workers who are affected by an incident of Workplace Harassment and Violence, including but not limited to:

- Ensuring that the Worker is aware of their right to consult a health professional of their choice; and
- Providing time off with pay for the Worker to attend treatment sessions where those treatment sessions are necessary during work hours.

Emergency Response Procedures

In case of an incident of Harassment or Violence that creates or has the potential to create immediate danger to Workers, the following procedures should be followed:

Employées:

1. Establish a safe location and notify a supervisor or other person in authority immediately.
2. Do not aggravate, or allow anyone else to aggravate the situation.
3. Follow the directions of the person in authority.

Supervisors:

1. Assess the immediate danger and appropriately and safely intervene if possible.
2. Notify Police if necessary.

3. Coordinate efforts to stabilize the situation, take the appropriate measures to safeguard persons and the facility, document the occurrence details, notify the next higher level of authority.
4. As soon as it is safe to do so, properly record the details of the incident and promptly submit a thoroughly prepared report to [Safety Coordinator].

Consequences of Failure to Abide by Policy

Harassment and Violence will not be tolerated. Violations of this Policy by employees will result in disciplinary action, up to and including termination of employment for just cause. A violation of this policy will be considered a material or fundamental breach or default of the terms and conditions of any independent contractor or consulting agreement with the Company, such that the Company is entitled to terminate the contract at any time without any prior notice to the independent contractor or consultant.

Acknowledgement and Agreement

I, (Worker Name), acknowledge that I have read and understand Highway 14 Regional Water's Workplace Violence and Harassment Policy. I agree to adhere to this policy and will ensure that any workers working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____
Signature: _____
Date: _____
Witness: _____

80-04-24
DIRECTOR'S APPROVAL MOTION # _____


CHAIRPERSON _____

April 18, 2024
DATE