
VIOLENCE AND HARRASSMENT POLICY

Date of Approval by Council: Resolution No: GOV-27

Lead Role: Chief Administrative Officer Replaces: #69 & GOV-10

Last Review Date: November 5th, 2025 Next Review Date: November 5th, 2029

Administrative Responsibility: Chief Administrative Officer

1) PURPOSE

- a) To establish guidelines for addressing the Hazard of Violence as it pertains to Town Employees. While all forms of Violence are unacceptable, it is recognized that certain positions of Town Employees may inherently carry a higher risk of exposure to, or experiencing, Violence; such inherent Hazards are to be acknowledged and managed appropriately.
- b) From the time of hiring and during the course of employment, Town Employees should understand and acknowledge that as a public service organization there is a potential for unpredictable or random acts of Violence which may involve the public, patrons as well as guests, vendors and fellow employees. To ensure Employees maintain safe, positive and secure workplace, comprehensive planning and reasonable control measures must be implemented.

2) POLICY

- a) The Town shall take all reasonable efforts to provide employees with working conditions that are free from the threat of Violence from internal, external, or online threats whether at work or as a result of work for the Town.
- b) The Town acknowledges that not all acts of Violence can be eliminated or prevented, but through the use of the Hazard Assessment and Crime Prevention Through Environmental Design processes, the Town can provide controls to establish reasonable levels of protection and awareness.
- c) The Town requires that workers report all acts of violence to their supervisors, as reported instances of violence shall be investigated to determine root causes and, where possible and reasonable, steps taken to prevent further recurrence.

- d) All investigations shall respect confidentiality insofar as it is reasonable to do so while still providing a responsible level of awareness and understanding to those potentially affected by future threats. The Town reserves the right to pursue criminal charges if deemed appropriate.

3) DEFINITIONS

- a) *Town*- means the municipal corporation known as the Town of Bruderheim.
- b) *CPTED*- means Crime Prevention Through Environmental Design.
- c) *Employee*- means an individual employed to do work on a permanent, temporary, casual basis full-time or part-time for the Town and is included in the Town's bi-weekly payroll.
- d) *Guests*- means a person or group who is present for a short-term period and with a specific purpose to meet with a specific Town employee or group. Reasons for guests may include parcel/material delivery and/or pick-up, speaking engagements, entertainers, presentations, regulatory inspectors (e.g. OHS, Environmental or Safety Codes) and business meetings (e.g. Sales or proposed projects).
- e) *Hazard*- means a condition, energy, situation, substance or thing that may be dangerous to the health of workers or safety of the workers, materials or the environment, typically through an exchange of energy.
- f) *Hazard Assessment*- means a paper or electronic report evaluating a Work Site or activity performed at the Work Site to identify if Hazards exist, if the risk is acceptable and if not, the types of controls required to establish an acceptable level of protection.
- g) *Health and Safety*- means physical, psychological and social well-being.
- h) *Incident*- means an undesired event that caused, or has potential to cause, loss (injury or damage) to a person, property or the environment.
- i) *Patron*- means a member of the public who is present for personal reasons such as use of facilities (e.g. recreation, library, park, etc.) or as a meeting point.
- j) *Supervisor*- means the definition included in the Alberta OHS Act, as a person who has charge of a work site or authority over a worker.

- k) *Violence*- whether at a work site or work-related, means the definition included in the Alberta OHS Act as, the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological harm, and includes domestic or sexual violence.
- l) *Vendor*- means any individual or business, in any form, who may from time to time conduct business with the Town or submit bids, proposals, quotes or tenders to the Town. This encompasses the definitions of “Service Providers”, “Suppliers”, “Contractors”, and “Prime Contractors” contained within the definitions but does not include “Outdoor Food Vendors” used for special events.
- m) *Worker*- means a person engaged in an occupation. This includes Town Employees, Vendors, Volunteers and any other engaged in work on behalf of the Town.

4) GUIDING PRINCIPLES

- a) In order to fulfill this policy and the supporting departmental procedures, the Town shall:
 - i) Require Managers or Delegate to ensure that Violence is identified in Hazard Assessments when work areas and activities suggest that the potential exists.
 - ii) Promote active measures that deter Violence from occurring initially through the use of engineered controls and education, using PPE only if no other reasonable alternative exists.
 - iii) Utilize the root cause analysis process to determine the origin and/or reason behind acts of Violence in order to better understand why they occur so more effective preventative measures can be determined.
 - iv) Work with community groups to learn more about potential sources of Violence that can affect Employees in addition to members of the public.
 - v) Provide the resources to implement Violence deterrents, protective controls, Employee counselling and support mechanisms, and community programs that reduce potential for workplace Violence.

5) AUTHORITY/RESPONSIBILITY TO IMPLEMENT

The Chief Administrative Officer is authorized to establish procedures for the implantation of this Policy which are consistent with the governing principles.

Original Signed
Chief Administrative Officer

Nov 1, 2025
Date