

## ***SMOKY LAKE PUBLIC LIBRARY***

POLICY NUMBER: **506**

SUBJECT: **Violence and Harassment Policy**

Date Passed April 6, 2017 Board Chair \_\_\_\_\_

Reviewed \_\_\_\_\_ Board Chair \_\_\_\_\_

### Background

Smoky Lake Public Library promotes an abuse-free environment in which all people respect one another and work together. Any act of violence or harassment committed by or against any individuals affiliated with this organization is unacceptable and will not be tolerated.

### Purpose

The purpose of this policy is to ensure that

- a) individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed;
- b) those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- c) individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

### Policy

Employees or any other individuals affiliated with this organization shall not subject any person to workplace violence or harassment, or allow or create conditions that support workplace violence or harassment.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable or probable grounds.

### Procedure

1. Staff faced with an urgent situation where there is reasonable belief that the safety of persons may be threatened, should contact the police immediately.
2. Any violation of the policy shall be recorded on 'Incident Report – Appendix 508.2' and reported immediately to the Library Manager or Board Chair.

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3. Acts of violence and harassment can take the form of physical contact or non-physical behaviors and can include but would not be limited to:
  - 3.1 Threatening behavior – such as shaking fists, destroying property or throwing objects
  - 3.2 Verbal or written threats – any expression of an intent to inflict harm
  - 3.3 Harassment – any behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person, and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying or other inappropriate activities.
  - 3.4 Verbal abuse – swearing, insults or condescending language.
  - 3.5 Physical attacks – hitting, shoving, pushing or kicking.
  - 3.6 Use of alcohol and drugs includes possession and being under the influence. The sale, consumption or visible intoxication by alcohol or a drug is against the law in the library.
4. Violations of the policy may be subject to disciplinary action commensurate to the incident, up to and including dismissal.
5. For acts of violence, harassment or intoxication by individuals outside of this organization, action taken would be commensurate with the incident up to and including temporary or permanent withdrawal of services, or legal action.