

# TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Safety  
**Policy Number:** 802  
**Title:** Violence and Harassment in the Workplace

## **Policy Statement:**

Employees or any other individuals affiliated with this organization shall not subject any other person to workplace violence or allow or create conditions that support workplace violence. No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

## **Guidelines and Procedures:**

1. Staff is encouraged to participate in workshops related to violence and harassment in the workplace.
2. 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:
  - threatening behaviour-such as shaking fists, destroying property or throwing objects.
  - verbal or written threats-any expression of an intent to inflict harm.
  - harassment-any behaviour 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.
  - verbal abuse-swearing, insults or condescending language.
  - physical attacks-hitting, shoving, pushing or kicking.
3. Violations of the policy may be subject to disciplinary action commensurate to the incident, up to and including dismissal.
4. For acts of violence or harassment 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.
5. Staff faced with an urgent situation involving threatening of violent conduct, where there is reasonable belief that the safety of persons may be threatened, should contact the police immediately.
6. For other incidents:
  - Discuss the matter with your board. Prior to filing a formal report of the incident, the person subjected to workplace violence or harassment, with the assistance of the supervisor, should let their objections to the behaviour be known to the alleged offender.
  - If not satisfied at this time, the complainant and/or their supervisor will document the incident and notify the Town of Two Hills Library Board..
7. The Board is responsible to ensure confidence is maintained.
8. In the case of any incident use the Incident Report Form in Appendix L.

Policy #802  
Safety/Violence and Harassment in the Workplace

Date Approved: November 14, 2012

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