

WORKPLACE VIOLENCE PREVENTION POLICY & PREVENTION

RURAL MUNICIPALITY OF LAKE LENORE NO. 399

Policy Number: 2024-001

Council Resolution Number:

Effective Date:

1. POLICY STATEMENT

The Rural Municipality of Lake Lenore No. 399 (the “Municipality”) is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. The Municipality recognizes that workplace violence is a health and safety, and human resources issue and will take reasonable precautions to prevent workplace violence and to protect employees at the workplace. The Municipality is committed to minimizing the risk of workplace violence through providing training and taking corrective action to any employee who experiences workplace violence. This policy was created following consultation with RM staff.

2. PURPOSE OF WORKPLACE VIOLENCE POLICY

This policy is intended to:

1. Create and foster a work environment free from workplace violence;
2. Provide a definition of workplace violence;
3. Establish and detail the responsibilities of all persons in Municipality workplaces to maintain a workplace free of actual, attempted or threatened violence;
4. Ensure that incidents of workplace violence are reported to management and/or law enforcement as appropriate;
5. Ensure that complaints of workplace violence are handled in a timely and equitable manner by the Municipality.

3. APPLICATION

The Municipalities’ violence policy applies to all persons involved in the operation of the Municipality and prohibits violence by or against any employee of the Municipality, including supervisors and co-workers, council members, as well as by any person doing business with or for the Municipality. If the alleged individual committing a violent act is a Council member, also refer to the Council Procedures Bylaw and Council Code of Ethics Bylaw for applicable information of discipline.

This is the companion policy to the Rural Municipality of Lake Lenore No. 399 Harassment Prevention Policy which addresses harassment, including conduct that is not covered by the definition of workplace violence but that demeans, embarrasses, humiliates or is known, or ought to be known to be unwelcome. This could outside of the employee’s working hours job received from rate payers, supervisors, or council members.

4. DEFINITIONS

“workplace violence” includes but is not limited to the following:

1. The use of physical force against or by a worker that causes or could cause physical injury. This includes, but is not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property or throwing objects;
2. The attempted use of physical force against or by a worker that could have caused physical injury;
3. Threatening statements or actions reasonably believed to be a threat of physical harm or as a threat to safety in the workplace, or jeopardizes their job security; and
4. Bringing a weapon of any kind to a Municipality workplace or or threatening to bring a weapon to a workplace.

“The Complainant” is the person who makes the complaint.

“The Respondent” is the person who has allegedly committed violence.

“Worksite” means a location where a worker is or is likely to carry out their responsibilities of employment. This includes work-related settings such as work-related conferences, travel, municipality sponsored social events and any vehicle or mobile equipment used by a worker in the course of their employment.

5. VIOLENCE RISK ASSESSMENT

The Municipality has conducted a risk assessment in preparation of this policy that considered the following potentials risks:

- Previous incidents of violence in the workplace;
- Situations where employees interact with members of the public and council;
- Storm and seasonal weather conditions;
- Times of year such as seeding, Fridays, and long weekends;
- Working alone;
- Private property or driveways; and
- Procedures used in cash handling.

A workplace violence risk assessment of the above factors must be performed as often as necessary to protect workers and to provide a safe working environment. When completed, the results of the risk assessment must be provided to the Foreman and staff. This reporting requirement also applies to any repeated risk assessments performed to assess and prevent workplace violence incidents.

The Occupational Health and Safety Committee, when applicable, shall review the risk assessment and approve the safeguards or control.

6. VIOLENCE RISK REDUCTION

The Municipality will take the following actions to minimize or eliminate the risk of violence in the workplace:

- Ensuring employees have access to appropriate personal protective equipment;
- Reviewing and updating emergency procedures, site security, and applicable administrative processes;
- Upgrading site security equipment when required;
- Arranging for sufficient staff levels to carry out the work safely or have a check in procedure when working when working alone on private property;
- Training and education so that employees understand the risks and the controls which must be followed for preventing exposure and responding to workplace violence; and
- Monitoring the effectiveness of control measures through safety inspections.

The Municipality recognizes that the following positions are at increased risk of being exposed to a violent situation:

1. Operators;
2. Foreman ; and
3. Office staff.

The Municipality further recognizes that there is an increased risk that a violent situation may occur at the following worksites:

1. Private property and personal residential areas like driveways;
2. Lake Subdivisions;
3. Construction or road project zones where traffic is reduced or impaired;
3. the Municipal Office.

The Municipality further recognizes that there is an increased risk of a violent situation during times of:

1. Snow storms or weather providing poor road conditions;
2. Time of agricultural seeding; and
3. Long weekends when people may be less patient.

If an employee is at an increased risk of being subject to violence in the workplace, the Municipality will inform employees of the nature and extent of the risk from potential violence, except if the disclosure is prohibited by law. The Municipality will disclose any information in its possession related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.

7. REPORTING WORKPLACE VIOLENCE

The Municipality encourages all employees to report any incidents of workplace violence immediately so that complaints can be quickly investigated.

If an employee believes they have been exposed to violence in the workplace, they should tell any supervisor with whom they feel comfortable or contact the Administrator as soon as possible, or the Reeve if the Administrator is the respondent. Employees may be asked to provide a written complaint, which should be specific and include, but not be limited to, the names of the individuals involved, the names of any witnesses, the date, time and location of the incident. The Municipality will report threats of violence, physical assaults, or any exposure to weapons to the police as appropriate. If an incident of workplace violence involves a contractor, the Administrator will report the incident to the Contractor or employer of that contractor.

The Municipality will not retaliate against employees for filing a complaint and will not permit retaliation by management employees or co-workers. This policy also prohibits any reprisal including pressuring a person to not report, ignore, or lie about an incident of workplace violence.

Furthermore, no action will be taken against an employee who has made a complaint in good faith which is found to be unsubstantiated. However, a complainant may be subject to disciplinary action where it is proven that the complaint is fraudulent or malicious.

8. INVESTIGATION:

Following the reporting of the incident by the employee, an investigation will be undertaken. This will be conducted by the Administrator, or if by council resolution, a third-party legal aid. The Administrator will document the investigation including documenting who is involved, potential witnesses and any other related documents. The Municipality will also identify any deficiencies or corrective actions to prevent similar incidents from occurring. Employees and council, if applicable, will be informed of the results, any changes in policy, or prevention plan. If the plan requires re-training, the training will be provided to the employee by the Municipality.

In the event of an allegation of violence, the Municipality has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said violence including, but not limited to, removing an individual from the workplace.

Where the perpetrator is a Municipality employee, the supervisor of the perpetrator, in consultation with the Administrator, will take any necessary disciplinary action. The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue such that more significant discipline will follow more serious conduct or repeated violations of this policy.

9. CONFIDENTIALITY

The Municipality will not disclose the name of a complainant or the respondent or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of

investigating the complaint or taking corrective action with respect to the complaint, or as required by law.

In order to protect the safety of the complainant and other staff, the Municipality may place an employee on administrative leave if it is deemed necessary to protect employee safety.

10. INVESTIGATION OUTCOMES & REMEDIES

Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause. If it is determined that workplace violence has occurred, appropriate and effective remedial action will be taken. Appropriate action may also be taken to deter any future incidents.

If the alleged perpetrator of violence is a Council member, refer to the Code of Ethics Bylaw and the Council Procedures Bylaw for the procedure to be followed and available sanctions.

The Municipality will advise the parties of the results and outcomes of the investigation.

11. MEDICAL ASSISTANCE

In the event that an employee, as a result of a work-related violence, experiences injury or adverse symptoms, the employee is encouraged to consult the worker's physician for treatment or referral for post incident counselling. If an employee consults their physician for treatment or receives counselling that is related to the workplace violence, the Municipality shall credit the worker's attendance as time at work and ensure that the worker loses no pay or other benefits as a result of the workplace violence.

12. TRAINING

The Municipality is committed to providing a training program for employees that includes:

- the means to recognize potentially violent situations;
- procedures, work practices, and administrative arrangements that have been developed to minimize or eliminate the risk to workers;
- the appropriate responses of workers to incidents of violence, including how to obtain assistance; and
- procedures for reporting violent incidents.

13. ACCESS TO POLICY & POLICY REVIEW

Copies of the policy statement and prevention plan will be made readily available to employees and complete attached From A. Council Members will review the policy and complete From B.

This policy shall be reviewed, and revised if necessary, every three years or whenever there is a change in circumstances that may affect worker health and safety.

FORM A - VIOLENCE POLICY & PREVENTION PLAN

RURAL MUNICIPALITY OF LAKE LENORE NO. 399

ACKNOWLEDGMENT & AGREEMENT - EMPLOYEE

I, _____, an employee of the Rural Municipality of Lake Lenore No. 399 acknowledge that I have been provided with a copy of the Rural Municipality of Lake Lenore No. 399 Workplace Violence Policy & Prevention Plan (the "Policy") and have read and understood it and acknowledge that I will abide by the 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.

Date

Employee Signature

Employee Name Printed

FORM B - VIOLENCE POLICY & PREVENTION PLAN

RURAL MUNICIPALITY OF LAKE LENORE NO. 399

ACKNOWLEDGMENT & AGREEMENT – COUNCIL MEMBER

I, _____, a Council member of the Rural Municipality of Lake Lenore No. 399 acknowledge that I have been provided with a copy of the Rural Municipality of Lake Lenore No. 399 Workplace Violence Policy & Prevention Plan (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Council Member Signature

Council Member Name Printed