

## Workplace Violence Prevention

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**References:** *Occupational Health and Safety Act, SA 2017, c O-2.1*

**Cross-reference:** HUM-001-032 Respectful Workplace  
HUM-001-025 Discrimination and Harassment  
GOV-002-026 Privacy  
GOV-002-024 Public Interest Disclosure & Protection from Reprisal  
HUM-001-001 Employee Conduct and Code of Ethics

### Policy Statement

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Violent behavior, including the threat of violence, in the workplace is unacceptable. Strathcona County is committed to providing a workplace that is productive, safe, and respectful of its employees, volunteers, visitors, contractors, and the public.

All people working on behalf of Strathcona County have the right to work in an environment based upon mutual respect, dignity, and fairness, and one that is free from actions and behaviors that are contrary to respectful, dignified, and fair treatment of the individual.

### Purpose

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The purpose of this Directive is to outline the framework for identifying and preventing the potential for violence in the workplace; and to provide guidance for employees on how to respond should violence occur.

### Definitions

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**Employee** - Any person employed by Strathcona County on a permanent, non-permanent, full-time or part-time basis; including all unionized, classified, management, and contracted staff.

**Joint Health and Safety Committee (JHSC)** – Strathcona County’s Joint Health and Safety Committee, as required under section 16 of the *Occupational Health and Safety Act, SA 2017, c O-2.1*

**Management** – Any employee occupying a position classified within the management job family (includes Managers, Directors, CFO and Associate Commissioners).

**Supervisor** – An employee whose job responsibilities include supervision of other employee(s) (includes managers).

Violence – The threatened, attempted or actual conduct of a person that could cause physical or psychological injury or harm, whether at a workplace or work related.

Workplace – A ‘work site’ as defined by the *Occupational Health and Safety Act*: a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Work-Related – An event that occurs as a direct result of doing a job, linked to the job by time, place, and activity.

## **Guidelines**

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Everyone has a role in preventing workplace violence. Strathcona County has taken steps to identify potential sources of violence in the workplace and commits to training our workforce on controls and procedures to eliminate or minimize risk. Any reported incident of violence will be investigated, and appropriate corrective measures will be taken to avoid future incidents.

Contractors working on behalf of Strathcona County are responsible to meet or exceed applicable laws and legislation, and protect the health and safety of their employees, Strathcona County employees, other contractors, visitors, and patrons.

### RESPONSIBILITIES

1. **Employees** are responsible to:

- Comply with this Directive and associated procedures
- Attend training associated with this Directive
- Refrain from engaging in any behavior or actions that constitutes workplace violence
- Report any incident or situation that could constitute workplace violence
- Cooperate in fact finding processes conducted pursuant to this Directive
- Maintain confidentiality of a complaint or investigation

2. **Management and Supervisors** are responsible to:

- Comply with this Directive and associated procedures
- Ensure workplace violence is an identified hazard and effective controls are implemented to prevent and/or mitigate employee exposure to workplace violence
- Ensure that employees are aware of this Directive
- Ensure that employees are provided the opportunity to attend training related to this Directive
- Foster a work environment where individuals are supported and encouraged to bring forward complaints of workplace violence
- Report, as soon as they become aware, all incidents of workplace violence
- Participate in the resolution of issues in an unbiased manner

- Initiate the incident investigation process for all incidents of reported workplace violence
- Following an investigation, implement and act on appropriate corrective actions to address the incident
- Ensure the details of workplace violence and threats investigation are kept confidential, except where limited disclosure is necessary.

3. **Human Resources** is responsible to:

- Ensure that reported incidents involving workplace violence are investigated
- Keep details of workplace violence investigation confidential, except where limited disclosure is necessary
- Support departments in conducting investigations, particularly for any matters that may involve disciplinary action
- Review this Directive every three years, at minimum, from the date of approval. Revisions and/or updates may occur at any time prior to the review date in consultation with the JHSC in response to an incident
- Establish training requirements related to workplace violence
- Involve the Corporate Occupational Health and Safety (OHS) branch in investigations to ensure that OHS legislative requirements are met

#### CONFIDENTIALITY

Strathcona County will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence and/or any witnesses except where limited disclosure is necessary, as follows:

- To investigate the incident or to take corrective action
- To inform the parties involved in the incident of the results of the investigation and corrective action taken
- To inform employees of a specific or general threat of violence or potential violence
- As allowed or required by law

Only the minimum amount of personal information that is necessary to inform employees of a specific or general threat of violence or potential violence will be disclosed.

#### INVESTIGATION AND PROTECTION FROM REPRISAL

Incidents of workplace violence will be investigated. The investigation process will be consistent, prompt, fair, and equitable in the handling of complaints and/or violations.

Retaliation against any employee who has made a complaint or who has participated in an investigation is prohibited. No employee will be penalized, reprimanded or in any way criticized when acting in good faith while following this Directive and the supporting procedures for addressing situations involving workplace violence. This Directive does not discourage employees from exercising

their rights under any other law.

Any employee who violates this Directive and/or makes a violent incident complaint maliciously may be subject to discipline up to and including dismissal.

**Policy Record**

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**Next Review Date:** September 10, 2022

**Policy No:** HUM-001-037

**Last Review Date:** September 10, 2019

**Replaces:** N/A

**Administrative Review:** Human Resources

**Approved by:**

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Signed – Kevin Glebe  
Interim Chief Commissioner

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September 10, 2019  
Date