

WORKPLACE VIOLENCE AND HARASSMENT

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	C. People & Culture
Policy Number:	C25
Approval Date:	June 24, 2019
Effective Date:	June 24, 2019
Policy Owner:	Chief People & Culture Officer

Objective:	<p>Olds College is committed to building and preserving a safe, productive and healthy working environment for its employees based on mutual respect. In pursuit of this goal, Olds College does not condone nor tolerate acts of violence and/or harassment against or by any Olds College employee.</p> <p>Violence and/or harassment is offensive, insulting, intimidating, and hurtful and includes unacceptable behaviour related to physical acts of violence or bullying. It creates an uncomfortable work environment and has no place in, or outside of, the workplace.</p> <p>It is not the intention of Olds College's Anti-Violence and Harassment Policy to interfere, prevent or stop free speech with regard to everyday interactions.</p>
Policy:	<p>This policy specifically prohibits violence in the workplace, threats, discrimination, personal harassment, sexual harassment and disrespectful behaviour in order to minimize the risk of physical or psychological injury or harm to Olds College employees.</p> <p>If Olds College becomes aware that an employee is at risk of domestic violence carrying over to the workplace, reasonable precautions will be implemented to protect the individual and coworkers.</p> <p>Olds College will investigate any incidents of violence or harassment and take appropriate corrective action. The College will not disclose the circumstances related to an incident or the names of the complainant, the respondent and any witnesses, except:</p> <ol style="list-style-type: none"> 1. where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, 2. where necessary to inform workers of a specific or general threat of violence or potential violence, or 3. as required by law;

Olds College will disclose only the minimum amount of personal information necessary to inform workers of a specific or general threat of violence or potential violence.

This policy is not intended to discourage a worker from exercising their rights pursuant to any other law, including the Alberta Human Rights Act.

All Olds College employees are personally accountable and responsible to adhere to this policy. Employees should make every reasonable effort to identify, prevent and eliminate violence and/or harassment in the workplace, and to intervene, if safe to do so, and by advising a member of management if they observe a problem or if a problem is reported to them.

The Employer will not tolerate any form of retaliation against an Employee who, in good faith, makes a complaint of discrimination, harassment, sexual harassment or workplace violence. If an Employee acts in bad faith in making a complaint, disciplinary action may be taken against such Employee.

If it is determined by Olds College management that any employee has been involved in violence and/or harassment of another employee, disciplinary action will be taken, up to and including termination of employment.

Definitions:

Workplace Violence: The exercise of physical force by a person against an employee, in the workplace, that causes or could cause physical injury to the employee. A statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force that could cause physical injury to the employee. Physical acts include (but are not limited to) hitting, shoving, pushing, kicking and, sexual assault. Threats include any behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property.

Personal Harassment: Any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. It may include actions (e.g. touching, invasion of personal space), comments (e.g. jokes, name-calling), displays (e.g. posters, cartoons) or other forms of communication (e.g. online, non-verbal).

The Alberta Occupational Health & Safety Code defines workplace harassment as a single or repeated incident of objectionable or unwelcome conduct, comment, bullying or action intended to intimidate, offend, degrade or humiliate a particular person or group.

Discrimination on prohibited grounds: The Alberta Human Rights Act prohibits discrimination in employment related to race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, and sexual orientation.

Disrespectful behaviour: Involves objectionable behaviour that demeans, distresses, disturbs or embarrasses one or more employees. Disrespectful

behaviour also includes conduct that is not appropriate to the work environment (e.g., yelling, swearing). Repeated disrespectful behaviour may be considered bullying.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Incidents of sexual harassment include, but are not limited to, situations when:

- Such conduct has the purpose or effect of interfering with an employee’s work performance or a student’s academic performance, or creating an intimidating, hostile, or offensive working or learning environment;
- Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or of the teaching and learning process; or
- Submission to or rejection of such conduct is used in employment or academic decisions affecting that employee or student.

Examples of sexual harassment include but are not limited to unwelcome comments or conduct of a sexual nature such as leering, “dirty” jokes, gestures, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature. The behavior need not be intentional in order to be considered sexual harassment.

Related Information:

A25 Code of Conduct
 C15 Occupational Health and Safety

Related Procedures:

C25 Workplace Violence and Harassment Procedure

Review Period:

3 years

Revision History:

New: 2015
 Revised: June 2019