



## Taber Public Library Policy Manual

### Personnel Policy: Violence and Harassment

#### PURPOSE:

The purpose of this policy is to ensure that individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed. Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint. 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 library shall not subject any other person to workplace violence 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:

Definitions: Acts of violence and harassment can take the form of physical contact or non-physical behaviours and can but would not be limited to:

- Threatening behaviour – such as shaking fists, destroying property or throwing objects.
- Verbal or written threats – any expression of 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.
- Physical attacks – hitting, shoving, pushing, or kicking.

Acts of violence and harassment destroy individual dignity, lower moral, engender fear, and breakdown work unit cohesiveness.

Supervisors at every level must be knowledgeable about and sensitive to the many forms that violence and harassment can take. It may in fact be unintended; the test is whether a reasonable person knows or ought to have known that the behaviour would be considered unwelcome or offensive by the recipient.

Consequences – violations of the policy may be subject to disciplinary action commensurate to the Incident, up to and including dismissal.

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.

Procedure – staff faced with a 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.

For other incident:

1. Discuss the matter with your supervisor. 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.

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2. If not satisfied at this time, the complainant and/or their supervisor will document the incident and notify the Board Chair of the incident.
3. The Board Chair will document the incident and inform the Personnel and Finance Committees of serious incidents.
4. If the complainant is not satisfied with the actions taken by the Board Chair, follow the Taber Public Library Grievance Policy.

Senior management is responsible to ensure confidence is maintained and the victim receives support if necessary.

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