



## Taber Public Library Policy Manual Personnel Policy: Workplace Harassment Prevention Policy

The management of Taber Public Library is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including contract workers, volunteers and library patrons.

Taber Public Library as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns.

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

For acts of 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 an urgent situation involving threatening of violent conduct, where there is reasonable belief that the safety of persons may be threatened, should leave the situation and contact the police immediately. Staff should fill out an incident report form once the police have cleared the situation.

For other incidents:

1. Discuss the matter with your supervisor. Prior to filing a formal Incident Report Form (P-29a), the person subjected to workplace harassment, with the assistance of the supervisor, should let their objections to the behaviour be known to the alleged offender.
2. If not satisfied at this time, the complainant and/or their supervisor will document the incident on an Incident Report Form 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 that the victim is advised to consult with a health professional, and view what resources are available through the organization's Blue Cross plan. Workers are entitled to wages and benefits while attending treatment programs.

Training – management will ensure staff are made aware of the organization's Workplace Harassment Prevention policy, discussing recognizing the dangers, the procedures and reporting outlined above. Staff will sign a document, acknowledging they have read and understood the policy.

Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person using the procedure described above.

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner using the procedure outlined above. Any resulting documentation must be retained for 2 years.

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

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