



Policy Code: HS - 003

Harassment Policy

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REVISION RECORD

Date	Version	Revision description
December 4 th 2009	1	Original Harassment Policy
August 16 th 2011	2	Revised Harassment Policy
April 19, 2016	3	Reviewed and Revised Harassment Policy
December 17, 2020	4	Policy HS – 003 replaces Policy No. 1206

1. TITLE:

1.1 Harassment Policy

2. POLICY STATEMENT:

- 2.1 In order to maintain a zero tolerance towards raised voices and profanity/swearing, the Village of Heisler will politely ask those violating this policy to leave the premises or risk being escorted out by the Royal Canadian Mounted Police (RCMP).**

3. PURPOSE:

- 3.1 To ensure that proper order and courtesy is maintained within the municipal buildings of the Village of Heisler.**

4. SCOPE:

- 4.1 The scope of this policy can include but is not limited to: staff, rate payers, community groups, organizations and institutions.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 If any member of the general public, which can include rate payers, members of organizations and institutions, and members of Heisler Village Council act in a way contrary to the policy statement, then the Administration Department of the Village of Heisler has the right to ask a person to leave or risk being escorted off the property by the RCMP.**
- 6.2 If the Administration Department must phone the RCMP, then it must be documented, by both the RCMP and the Village of Heisler.**

- 6.3 If there is continued harassment found within the Heisler Village Office or elsewhere towards the Village staff, the RCMP will become involved in a permanent way as decided by the employee.**

7. ROLES AND RESPONSIBILITIES:

- 7.1 It is the role of the Administration Department of the Village of Heisler to uphold this policy.**
- 7.2 It is the responsibility of the general public to act in a courtesy and polite manner to other members of the general public.**
- 7.3 It is the role of the Administration Department to contact the authorities i.e. the RCMP if that situation requires.**

8. MONITORING, EVALUATION AND REVIEW

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.**

9. DEFINITIONS AND ABBREVIATIONS

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.**



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Council Approved: December 17, 2020

Responsibility: Administration

Next Review Date: December 17, 2023

Motion # _____