



Policy Code: HS - 003

# Workplace Violence and Harassment Prevention Policy

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**REVISION RECORD**

| Date                          | Version | Revision description                     |
|-------------------------------|---------|--|
| December 4 <sup>th</sup> 2009 | 1       | Original Harassment Policy               |
| August 16 <sup>th</sup> 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 |
| June 19, 2025                 | 5       | Reviewed and Revised Harassment Policy   |

**1. TITLE:            Workplace Violence and Harassment Prevention Policy**

**2. POLICY STATEMENT:**

**2.1    The Village of Heisler accepts the obligation to provide a healthy and safe work environment. We recognize that “Workplace Harassment and Violence is a Health & Safety issue and we are committed to providing a violence-free work environment. In support of this philosophy, it is essential that everyone work in collaboration to recognize, manage and prevent acts of violence.**

**3. PURPOSE:**

**3.1    The purpose of this policy is to reinforce the Village of Heisler’s position of zero-tolerance for Workplace Harassment and Violence and establish the municipality’s procedures for preventing and managing inappropriate behaviour in the workplace.**

**4. SCOPE:**

**4.1    The scope of this policy includes employer and employee of the Village of Heisler.**

**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. DEFINITIONS AND ABBREVIATIONS**

**For the purposes of this policy:**

- a. “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the Village of Heisler appointed by Council, or their authorized delegate;**

- b. **"Council"** means the duly elected Council of the Village of Heisler;
- c. **"Harassment"** means inappropriate conduct that is targeted and offensive to another individual in the workplace or at any event related to that work;
- d. **"Inappropriate conduct"** means behaviour that is considered unacceptable to a reasonable and prudent person;
- e. **"Discrimination"** means discrimination within the meaning of the Alberta Human Rights Act which enforces protection from discrimination under grounds including, but not limited to:  
Race; Religious Beliefs; Colour; Gender; Gender Identity; Gender Expression; Physical Disability; Mental Disability; Age; Ancestry; Place of Origin; Marital Status; Source of Income; Family Status; and/or Sexual Orientation.
- f. **"Violence"** means the threatened, attempted, or actual conduct of a person that causes, or is likely to cause, physical or psychological injury or harm including, but not limited to:  
physical attack or aggression;  
threatening behaviour;  
verbal or written threats;  
domestic violence; and/or sexual violence.

## **7. POLICY DETAILS:**

- 7.1 Every Village of Heisler employee, contracted employee, or third-party contractor has the right to work in an environment free from harassment and violence where respectful treatment is the norm. The Village of Heisler recognizes that harassment and violence compromise the integrity of the employment relationship and undermine an individual's self-respect, as well as productivity.
- 7.2 The Village of Heisler is committed to eliminating or, if not reasonably practicable, controlling the hazards of harassment and violence in accordance with the Workplace Violence and Harassment Prevention Procedure.

- 7.3 All employees may raise any concerns about workplace violence or harassment and report any incidents or threats to their direct Supervisor or CAO.**
- 7.4 It is the responsibility of the CAO and Supervisor to take immediate and appropriate action regarding incidents of workplace violence and/or harassment, whether brought to their attention or witnessed.**
- 7.5 CAO or Supervisors are responsible for assessing the organizational risk of workplace harassment and violence within their respective departments to ensure it is free from all forms of harassment and violence**
- 7.6 CAO and Supervisors are responsible for ensuring the following:**
  - a. Training and education in the recognition of workplace violence and harassment is available for all Village of Heisler employees during orientation; HS - 003 Workplace Violence and Harassment Prevention Policy will be presented and handed out and will be accessible to employees at all time, anti-harassment poster will be place.**
  - b. Compliance by Village of Heisler to the Workplace Violence and Harassment Prevention Procedure;**
  - c. Assistance and support are provided when a complaint is reported;**
  - d. Investigation of reported incidents of workplace violence and harassment in an objective and timely manner;**
  - e. Periodic evaluation of responses to complaints pursuant to this policy and the Workplace Violence and Harassment Prevention Procedure to ensure effectiveness.**
- 7.7 CAO and Supervisor will investigate and take appropriate corrective actions to address all incidents and complaints in a fair and timely manner.**
- 7.8 No employees shall be penalized, reprimanded, or criticized in any way when acting in good faith while following this policy and the supporting procedure for addressing situations involving workplace**

violence and/or harassment.

- 7.9 This policy is not intended to discourage a worker from exercising their rights under any federal or provincial legislation, including the Alberta Human Rights Act.
- 7.10 Reasonable action taken by the CAO or Supervisor relating to the management and direction of workers at a work site is not workplace harassment.
- 7.11 This policy applies to all levels of employees, contracted employees, and third-party contractors who are working on municipal sites or involved in activities related to municipal business.
- 7.12 Everyone is required to work together to prevent workplace violence, harassment, and discrimination. Failure to comply with this policy may result in disciplinary action up to and including termination of employment for just cause.
- 7.13 Village of Heisler is committed to providing employees with a safe work environment. Harassment and Violence regardless of their severity, indicate a breakdown in safe work procedures, practices or conditions.
- 7.14 Harassment and Violence (H/V) investigation procedure is a means of establishing the facts relating to the H/V so that preventative measures can be instituted.
- 7.15 In order to find the root, basic and immediate cause(s) of the Harassment/Violence, the Village requires all employees to immediately report to their Supervisor/CAO all Harassment and Violence and fill out the appropriate form (Schedule A).
- 7.16 The Village will train Supervisors in H/V Investigation Techniques and procedures.
- 7.17 CAO and Supervisors will:
  - Conduct timely investigations with all involved employees.
  - Completion and submission of H/V investigation reports within 24 hours.
  - Implementation of corrective measures to prevent recurrence in a timely fashion.
- 7.18 The Village will investigate all H/V incidents and complaints it deems necessary
- 7.19 Investigations will be conducted to:
  - Identify the basic and immediate cause(s) of incident.

- Identify the severity and corrective action required to eliminate the cause(s).
- Identify the person(s) responsible for implementing the changes within a set time period.

**7.18** If the H/V is severe nature the Supervisor/CAO must call the RCMP immediately and the area must be secured until RCMP has completed their investigation of the site.

## **8. HARASSMENT/VIOLENCE INVESTIGATION PROCEDURE:**

- 8.1** The investigation procedure is a means of establishing the facts relating to the H/V incident so that preventative measures can be instituted. The purpose of the investigation is not to place blame, but in the event that an employee commits a H/V act which jeopardizes the employee or fellow employees, said employee will be disciplined;
- 8.2** The supervisor will be responsible to administer the disciplinary action if appropriate, as soon as practicable after the incident has occurred.
- 8.3 DOCUMENTATION:**
  - 8.3.1** Ask complainant to complete Harassment and Violation Complaint form (Schedule A).
  - 8.3.2** Harassment and Violence incidents causing severe danger or personal physical injury must be reported immediately to the RCMP. All medical aid injuries will be reported to W.C.B. as required by law
  - 8.3.3** All H/V incidents must be reported immediately to the Supervisor and CAO. Written H/V reports will be prepared on all incidents within 24 hours.
  - 8.3.4** All H/V investigations will be followed immediately. Appropriate action will be taken immediately to remedy any problems and prevent similar situations.
  - 8.3.5** All H/V follow-up reports will be forwarded within 24 hours of the occurrence to the CAO for processing.
  - 8.3.6** Talk to witnesses to determine where they were in relation to the incident scene and what they saw or heard. Ask questions to fill in the gaps or clarify the situation. Ask witnesses to complete a witness

statement (Schedule B) outlining the sequence of events that lead to the incident. Keep witnesses separate at all times. This will ensure that each witness relays his or her version of the event without influence.

**8.3.7** Talk to alleged harasser to determine where they were in relation to the incident scene and what they saw or heard. Ask questions to fill in the gaps or clarify the situation. Ask alleged harasser to complete an Alleged Harasser Statement (Schedule C) outlining the sequence of events that lead to the incident.

**8.3.8** Assemble facts in proper sequence using time periods when possible.

**8.3.9** CAO or Supervisor prepare investigative report (Schedule D).

**8.3.10** Included in the report should be ideas or suggestions on how to prevent recurrences.

**8.3.11** In case report is prepared by Supervisor, submit report to the CAO.

**8.3.12** Take disciplinary actions.

## **9. CORRECTIVE ACTION AND FOLLOW-UP**

**9.1** After the H/V has been investigated, the Supervisor or CAO can implement corrective actions or measures to prevent recurrence.

**9.2** The CAO or Supervisor must do a complete follow-up and complete the Harassment Follow-Up Form (Schedule E) to ensure that corrective measures have been completed in a timely fashion.

**9.3** Village of Heisler Council may be involved in the follow-up if necessary.

**9.4** As a minimum the immediate Supervisor and CAO must sign-off that the H/V investigation was completed in full.

## **10. ROLES AND RESPONSIBILITIES:**

**10.1** It is the role of the Administration Department of the Village of Heisler to uphold this policy.

**10.2** It is the role of the CAO/Supervisor to contact the authorities i.e. the RCMP if that situation requires.



- 10.3** Supervisor/CAO will investigate and take appropriate corrective actions to address all incidents and complaints in a fair and timely manner.
- 10.4** It is each employee's responsibility to interact in a proper manner, there is a zero tolerance for Harassment and Violence.

## **11. CONFIDENTIALITY**

- 11.1** All allegations of workplace violence and/or harassment will be treated in a timely and sensitive manner and the rights of those involved will be respected.
- 11.2** All records of investigation and resolution associated with a workplace violence or harassment complaint will be secured and will be the responsibility of Village of Heisler Administration.
- 11.3** In a formal complaint process, only those directly involved (i.e. the complainant, the person accused of harassment and/or violence, the investigator, people interviewed, and Occupational Health and Safety (OH&S) if required for advice, where applicable) will be given any knowledge of the situation. All individuals involved will be cautioned that confidentiality must be preserved.
- 11.4** Throughout the complaint and/or investigation process, to the greatest extent possible, reasonable efforts shall be made to respect the confidential nature of a complaint. However, absolute confidentiality cannot be guaranteed, owing to the need for a full and fair investigation, including the need to inform the respondent, or if disclosure is required by law.
- 11.5** All employees investigating or providing evidence in respect of a complaint shall keep the information confidential.
- 11.6** Violation of the confidentiality obligations pursuant to this policy may result in disciplinary action.
- 11.7** No record of the complaint is to be kept in the file of the person who brought the complaint forward unless the complaint was made in bad faith and the person was subject to disciplinary action.

## **12. MONITORING, EVALUATION AND REVIEW**

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



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Council Approved: June 19, 2025

Motion # 25-06-105

Responsibility: Administration

Next Review Date: June 2028

**Schedule A**

**HARASSMENT COMPLAINT FORM**

1. Name of complainant:
2. Address:
3. Place of work:
4. Person(s) suspected of harassment (respondent):
5. Nature of the allegations:
6. Date(s), time(s) and place(s) where the incident(s) took place:
7. Did anyone witness the incident?  
If yes:
  - a) Name(s) of witness(es):
  - b) Description of their respective role in the incident.
8. How did you react to the harassment?
9. If applicable, describe any incident that took place previously.

I am filing this complaint because I honestly believe that \_\_\_\_\_ has been harassing me.

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of this policy and subject to disciplinary sanctions.

Furthermore, I realize that an inquiry will be initiated once this complaint has been filed.

\_\_\_\_\_  
Signature of the complainant or his parents/legal guardians

\_\_\_\_\_  
Date



## Schedule B

### HARASSMENT COMPLAINT: WITNESS Statement

1. Name of Witness:
2. Address:
3. Place of work:
4. Name of complainant:
5. Witness Statement to the alleged allegations:
6. Date(s), time(s) and place(s) where the incident(s) took place:
7. How did you react to the harassment?
8. If applicable, describe any incident that took place previously.

I am filing this statement in response to the allegations made by\_\_\_\_\_.

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of this policy and subject to disciplinary sanctions.

Furthermore, I realize that an inquiry has been initiated in response to the complaint filed.

\_\_\_\_\_  
Signature of the witness

\_\_\_\_\_  
Date

## Schedule C

### HARASSMENT COMPLAINT: Alleged Harasser Statement

1. Name of Alleged Harasser:
2. Address:
3. Place of work:
6. Alleged Harasser Statement to the alleged allegations:
7. Date(s), time(s) and place(s) where the incident(s) took place:
9. How did you react to the allegation?

I am filing this statement in response to the allegations made by\_\_\_\_\_.

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of this policy and subject to disciplinary sanctions.

Furthermore, I realize that an inquiry has been initiated in response to the complaint filed.

\_\_\_\_\_  
Signature of the alleged Harasser

\_\_\_\_\_  
Date



## Schedule D

### HARASSMENT AND VIOLENCE INVESTIGATION REPORT

|                                    |                            |                        |             |
|------------------------------------|----------------------------|------------------------|-------------|
| <b>Exact location of incident:</b> | <b>Date of occurrence:</b> | <b>Day of Week:</b>    | <b>Time</b> |
| <b>Incident investigated by:</b>   | <b>Report prepared by:</b> | <b>Date of report:</b> |             |

|                     |  |                    |
|---------------------|--|--------------------|
| <b>Complainant:</b> | <b>Address:</b><br><br><b>City:</b><br><br><b>Phone:</b> | <b>Occupation:</b> |
|---------------------|--|--------------------|

|  |
|--|
| <b>Description of Incident by Complainant:</b> |
|--|



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|                                    |                            |                        |             |
|------------------------------------|----------------------------|------------------------|-------------|
| <b>Exact location of incident:</b> | <b>Date of occurrence:</b> | <b>Day of Week:</b>    | <b>Time</b> |
| <b>Incident investigated by:</b>   | <b>Report prepared by:</b> | <b>Date of report:</b> |             |

|                 |  |                    |
|-----------------|--|--------------------|
| <b>Witness:</b> | <b>Address:</b><br><br><b>City:</b><br><br><b>Phone:</b> | <b>Occupation:</b> |
|-----------------|--|--------------------|

|  |
|--|
| <b>Description of Incident by Witness:</b> |
|--|



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|                             |                     |                 |      |
|-----------------------------|---------------------|-----------------|------|
| Exact location of incident: | Date of occurrence: | Day of Week:    | Time |
| Incident investigated by:   | Report prepared by: | Date of report: |      |

|                   |          |             |
|-------------------|----------|-------------|
| Alleged Harasser: | Address: | Occupation: |
|                   | City:    |             |
|                   | Phone:   |             |

Description of Incident by Alleged Harasser:

**Signatures:**

CAO: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



**Schedule E**

**Harassment Follow Up Form**

|  |                                 |
|--|---------------------------------|
| Complainant Employee's Name  | Complainant Employee's Position |
| Alleged Harasser's Name  | Alleged Harasser's Position     |
| Date of the Incident (s)   | Date of formal Accusation       |
| Accusation received by:<br><input type="checkbox"/> CAO<br><input type="checkbox"/> Supervisor |                                 |
| Investigation Completed:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No        |                                 |
| Findings (Results) from Investigation  |                                 |
| Action taken   |                                 |