



1. Policy Purpose

The purpose of this policy is as follows:

- 1.1. To foster a respectful and supportive workplace environment within the Town of Sedgewick for Municipal Council, Board Members and Employees that contributes to the safety and security of individuals.
- 1.2. To ensure that workplace violence is considered a serious offence and addressed appropriately in accordance with the Town of Sedgewick legal obligations, values and principles of a just culture.
- 1.3. To set out strategies for the prevention of and response to violence against and by Town of Sedgewick representatives and employees in the workplace.
- 1.4. To enhance awareness of the rights and responsibilities of and support for individuals who are subject to, or who become aware of, situations involving physical or non-physical violence (including sexual abuse, harassment and cyber-bullying) against Town of Sedgewick Council or Employees in the workplace.
- 1.5. To recognize behaviours or practises, which may have a direct or adverse impact based on: age, ancestry, colour, family status, marital status, mental or physical disability, place of origin, race, religious beliefs, sexual orientation, source of income, or gender (including pregnancy and sexual harassment), or any other ground covered by the *Alberta Human Rights Act*.

2. Definitions:

- 2.1. "Board Member" means a person appointed to a Council board, commission or committee.
- 2.2. "CAO" means the Chief Administrative Officer, pursuant to the Act.
- 2.3. "Contractor/Supplier" means a company or an individual who has a formal or non-formal agreement to provide services or goods to the Town of Sedgewick.
- 2.4. "Councillor" means a member of the Council for the Town of Sedgewick.
- 2.5. "Employee" means an individual who has a formal position and works for the Town of Sedgewick.
- 2.6. "Town" means the Town of Sedgewick.
- 2.7. "Volunteer" means an individual who freely offers to take part in an enterprise or a task for the Town of Sedgewick.

3. Guidelines

- 3.1. This policy applies to the following people:
 - 3.1.1. Town of Sedgewick Employees, including job applicants;
 - 3.1.2. Contractors providing service to the Municipality;
 - 3.1.3. Suppliers delivering supplies to the Municipality;
 - 3.1.4. Volunteers;
 - 3.1.5. Members of Town Council; and,
 - 3.1.6. Members of the Public who are accessing Town services or Town-operated facilities.

- 3.2. This policy applies to the following places:
 - 3.2.1. Town buildings, facilities, sites, offices or work environments;
 - 3.2.2. Locations visited by Employees while traveling on Town-related business;
 - 3.2.3. Town-related business including conferences, meetings, vendor/shippers of customer sites; and,
 - 3.2.4. Locations of work-based social gatherings.
- 3.3. Policy Exemptions:
 - 3.3.1. None identified.

4. Responsibilities

- 4.1. Employees
 - 4.1.1. Every Employee has the right to be treated in a fair, reasonable and respectful manner.
 - 4.1.2. For this policy to be a normal part of the environment, everyone must find strategies which will prevent differences from escalating and resolve them quickly when they do occur.
 - 4.1.3. Employees of the Town of Sedgewick are responsible for creating a respectful workplace environment by:
 - 4.1.3.1. Ensuring their behaviour is respectful and appropriate at all times;
 - 4.1.3.2. Accepting responsibility for their own actions, reactions and behaviours and the impact on others;
 - 4.1.3.3. Making their concerns known promptly if something is troubling them;
 - 4.1.3.4. Being a part of the solution; and,
 - 4.1.3.5. Immediately informing a supervisor if there is an imminent threat or risk of violence that would compromise an individual's safety, per this policy.
- 4.2. Leadership (Town Council & Board Members)
 - 4.2.1. As Leaders in the Community, Council and Board Members have additional responsibilities to create and sustain a respectful workplace environment. They include:
 - 4.2.1.1. Being a role model for corporate behaviour standards such as the Respectful Workplace Policy and the Council Code of Conduct Bylaw.
 - 4.2.1.2. Ensuring awareness of and compliance with the Respectful Workplace Policy in their representative roles.
 - 4.2.1.3. Taking appropriate action in a prompt, impartial and confidential manner when Respectful Workplace Policy issues come to their attention.

5. Principles

- 5.1. Town of Sedgewick Council, Board Members and Employees agree and commit to the following principles:
 - 5.1.1. Prevention of harassment, sexual harassment and violence in the workplace and promotion of a harassment/sexual harassment/violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of harassment, sexual harassment or violence committed by or against any Councillor, Board Member or an Employee is unacceptable and such conduct will not be tolerated;

- 5.1.2. Attendance to educational or training sessions;
- 5.1.3. Address all incidents of harassment/sexual harassment/violence that individual Councillors, Board members or Employees witness or are made aware of;
- 5.1.4. Ensuring incidents of harassment, sexual harassment and violence are investigated in an objective and timely manner;
- 5.1.5. Taking necessary action in response to such incidents; and
- 5.1.6. Providing appropriate support for complainants.

6. Policy Contraventions

6.1. Harassment/Sexual Harassment

- 6.1.1. Harassment includes any comment, action or type of behaviour that is threatening, insulting, intimidating, or discriminatory and upsets the workplace environment.
- 6.1.2. Any actions or words with a sexual connotation that interfere with a Councillor's, Board Member's or Employee's ability to work or create an uncomfortable atmosphere are considered sexual harassment.

6.2. Violence

- 6.2.1. Acts of Violence can take the form of physical contact or the threat of violence, either overt or covert. Abuse in any form erodes the mutual trust and confidence that are essential to the Town's operation effectiveness.
- 6.2.2. Acts of Violence may occur as a single event or may involve a continuing series of incidents. Violence can involve both men and women and may be directed by or towards Councillors, Board Members, Town Employees, customers and members of the general public.
- 6.2.3. An incident involving workplace violence constitutes an accident that has the potential of causing serious injury to a worker pursuant to the Occupational Health and Safety Act. As a result, the Town must investigate the incident and prepare and maintain a report.

7. Investigations

- 7.1. A complaint alleging a breach of the Respectful Workplace Policy may be made by a Councillor, Board Member, Employee, Volunteer or a member of the public.
- 7.2. A complaint must be filed in writing either by mail, email or facsimile and shall contain the following information:
 - 7.2.1. the name of the complainant;
 - 7.2.2. the nature of the alleged complaint; and,
 - 7.2.3. name(s) of any witnesses to the incident.
- 7.3. An investigation will not be started without first having reasonable grounds to believe that the suspected breach is likely to occur or has already occurred. This will be determined by the CAO in the event of an Employee or Volunteer complaint and, by Council in the event of a Councillor, Board Member or CAO complaint, by weighing the seriousness of the alleged action and determining whether the Respectful Workplace Policy has jurisdiction over the alleged incident. As well, the method of investigation itself will be reasonable with regard to the totality of the circumstances. The method of investigation is to be determined by the CAO or Council as applicable to the complaint. Both parties to the investigation will be advised of the decision to pursue an investigation within five (5) business days after the receipt of the complaint.

- 7.4. Investigations will be carried out in accordance with the following:
- 7.4.1. Incidents will be investigated as promptly as possible;
 - 7.4.2. Only those individuals absolutely necessary to verifying the complaint will be interviewed in order to maintain the confidentiality of the complainant and the respondent to the greatest extent possible. In all cases, both the complainant and the respondent will be interviewed and the respondent will be advised of the allegations they face and provided an opportunity to answer the same. The respondent will be notified of the complaint within five (5) working days of receipt of the complaint and will be given five (5) working days to respond to the complaint in writing either by mail, email or facsimile;
 - 7.4.3. Individuals with knowledge of the incident will be encouraged not to discuss the details with others; and,
 - 7.4.4. The safety of the complainant will be a paramount consideration throughout the investigation process.
- 7.5. With respect to any alleged breach of the Respectful Workplace Policy by a Councillor or Board Member, where found to be warranted by a majority of Councillors, a third party investigator may be brought in to conduct the inquiry.
- 7.6. With respect to an alleged breach of the Respectful Workplace Policy by the CAO, where found to be warranted by a majority of Councillors, a third party investigator will be brought in to conduct the inquiry.
- 7.7. With respect to an alleged breach of the Respectful Workplace Policy by:
- a) An Employee or Volunteer
 - b) A Member of the Public or,
 - c) A Contractor,
- The CAO will conduct the investigation and a third party investigator may be brought in to assist with the inquiry.
- 7.9. Should a complaint by or against a Councillor, Board Member, the CAO or a Volunteer, filed under this Section 6 be found to be valid, Council will meet as a whole to determine what censure under Section 8 is appropriate to the nature of the breach.
- 7.10. Should a complaint by or against an Employee filed under this Section 7 found to be valid; the CAO will determine what disciplinary action is appropriate to the nature of the breach.

8. Retaliation

- 8.1. Intentionally making false, bad faith, or malicious allegations may result in disciplinary action up to and including termination of employment, privileges, contractual or other relationship with the Town of Sedgewick;
- 8.2. Retaliation by an Employee against a complainant who reports an incident of contravention of the Respectful Workplace Policy will be investigated by the CAO, who may implement actions that may lead to disciplinary action up to and including termination of employment with the Town of Sedgewick.
- 8.3. Retaliation by a Councillor against a Councillor, Board Member or an Employee who reports an incident of contravention of the Respectful Workplace Policy will be investigated by the CAO, with support from a third party investigator and presented to Council, who may endorse disciplinary action up to and including reduction of privileges and/or remuneration and/or public ensure.

9. Disciplinary Actions/Penalties

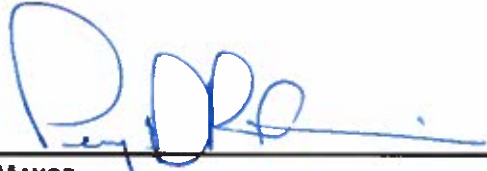
- 9.1. If a complaint against a Councillor is found to be valid, Council as a Whole may endorse disciplinary actions up to and including reduction of Councillor Privileges and/or remuneration, and/or public censure.
- 9.2. If a complaint against the CAO is found to be valid, Council as a Whole may endorse disciplinary actions up to and include termination of employment.
- 9.3. If a complaint against an Employee is found to be valid, the CAO may implement actions that may lead up to and include termination of employment with the Town of Sedgewick.
- 9.4. If a complaint against a Contractor is found to be valid, the CAO may write a letter of censure to the Contractor and/or direct Employees to cease using the Contractor's services.
- 9.5. If a complaint against a Volunteer or Member of the Public is found to be valid, Council may direct that a letter of censure be sent to the individual and/or ban the individual from Town specified or non-specified facilities.

10. Revision/Review History

- 10.1. Upon completion of any Respectful Workplace Policy complaints, the CAO shall review the policy to ensure the processes used in complaint, remain applicable to the clauses in the Policy.

TOWN OF SEDGEWICK

March 22, 2018
DATE


MAYOR

March 22, 2018
DATE


CHIEF ADMINISTRATIVE OFFICER