

## THE ALBERTA LIBRARY

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### Policy and Procedures

## VIOLENCE IN THE WORKPLACE POLICY

### **Statement of Intent:**

The Board of The Alberta Library (TAL) is committed to the prevention of workplace violence and promotes a violence free environment in which all people respect one another and work together to achieve common goals. Any workplace violence committed by or against any employee or any other persons associated with the organization is unacceptable conduct and will not be tolerated.

### **Policy:**

The Alberta Library develops and maintains violence prevention practices in all offices to create a respectful and safe work environment and ensures that it complies with the Alberta Occupational Health and Safety Act, Regulation and Code.

This policy applies to all TAL employees full-time, part-time and temporary and persons acting on behalf of TAL, such as contractors and consultants.

TAL shall consider workplace violence as a hazard and when conducting hazard assessments, shall include employees in this assessment.

TAL shall ensure that employees understand how to recognize workplace violence, the procedures for responding to, reporting on and investigating incidents or violence in the workplace.

No action shall be taken against an individual for making a complaint, unless the complaint is made maliciously.

Employees are required to be familiar with and follow the procedures for responding to, reporting on incidents of violence, and preventing workplace violence.

### **Procedures:**

**Violence:** Violence whether at a work site or work related, means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

**Work site:** A location where an employee is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment, used by an employee in an occupation.

### **Procedures:**

#### ***Hazard Assessment***

Hazard assessments regarding workplace violence will be completed as part of the overall hazard assessment program. Employees will participate in such assessments.

#### ***Response to Incidents***

Employees exposed to potential or actual situations of violence in the workplace should take one or all of the following actions, depending on the severity and location of the situation:

- Make it known to the alleged offender that their behavior is not acceptable.
- Leave the area immediately
- Lock office doors and remain inside to call building security
- Call for assistance from a co-worker, building security staff or 911.

### ***Reporting incidents***

Employees should report incidents of workplace violence as soon as possible to their supervisor, his/her designate or the Chief Executive Officer. They will be asked to cooperate with any investigation surrounding the incident.

In addition to verbally reporting workplace violence issues to supervisors as soon as possible after the incident, employees are required to report incidents in writing on the Violence Incident Report Form.

The documentation should be submitted to their supervisor or the Chief Executive Officer as soon as possible after the incident.

The supervisor will ensure that the Chief Executive Officer and Administrative Services Manager are notified of all instances of violence in the workplace that directly involve an employee.

Building security will be notified if appropriate.

### ***Investigation of incidents***

Incidents will be investigated in an objective and timely manner.

Investigation will include interviewing victims and witnesses.

Reports of incidents of violence will be kept confidential.

### ***Victim support***

TAL will ensure that employees are advised to consult with a health professional of their choice for treatment or referral, if they have a physical injury or adverse symptoms resulting from a workplace violence incident, or are exposed to workplace violence.

Employees should seek appropriate internal and/or external assistance in relation to incidents of workplace violence.

Police Services may also be called if there is a concern for the safety of an employee.

### ***Employee training***

TAL will integrate workplace violence prevention into employee orientations and into normal workplace practices and procedures.

Staff meetings will be used to hold training and awareness.

***Other***

Further remedies surrounding workplace violence issues identified by staff will be created and communicated back to staff. These include, but are not limited to, working alone.

This policy shall become part of the TAL Personnel Handbook.

Issues that arise under this policy will be reviewed to determine if this policy needs revision.