

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Code of Ethics	Page(s):	2
Subject:	Workplace Violence and Harassment	Revised Date:	Sept 8, 2018
			Sec 1, 3S
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WORKPLACE VIOLENCE AND HARASSMENT

1. Workplace violence
 - a. any act in which a person is abused, threatened, intimidated or assaulted at work. It includes threatening behaviour, verbal or written threats, verbal abuse, and physical attacks.
2. Harassment
 - a. any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person. This includes words, gestures, intimidation, bullying or other inappropriate activities. It may include discriminatory treatment based on an individual's race, ethnicity, age, religion, gender, gender identity, sexual orientation or other legally protected characteristics.
3. Sexual harassment
 - a. any unwelcome behavior that is sexual in nature. This includes unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature.
4. Violence and harassment can come from anyone in the workplace and be directed at anyone. It can be subtle or overt. Abuse may be deliberate or unintended. It may be a single event or may involve a continuing series of incidents. Abuse can victimize all people, and may be directed by or towards workers, clients and members of the public.
 - a. <http://work.alberta.ca/documents/WHS-PUB-VAH001.pdf>
5. NLLS shall ensure that employees understand how to recognize workplace violence or harassment, the procedures for responding to, reporting on and investigating incidents of violence and harassment in the workplace.
6. No action shall be taken against an individual for making a complaint, unless the complaint is made maliciously.

7. Employees are required to be familiar with and follow the procedures for responding to, reporting on, and preventing workplace violence and harassment.
8. Employee(s) faced with an urgent situation involving threatening or violent conduct, where there is reasonable belief that the safety of persons may be threatened, shall contact the police immediately.
9. For other incidents:
 - a. An employee subjected to, or having witnessed workplace violence or harassment has the option to:
 - i. Approach any department manager
 - ii. Approach the Executive Director
 - iii. Follow the Whistleblower Policy
 - b. Discuss the matter with your Manager; if the alleged offender is your Manager, discuss the matter with the Executive Director; prior to filing a formal report of the incident, the person subjected to workplace violence or harassment, with the assistance of the Manager or Executive Director, should let their objections to the behavior be known to the alleged offender; the Executive Director will document the incident and follow the Grievances process for serious incidents;
 - c. If not satisfied at this time, the complainant and/or their Manager will document the incident and notify the Executive Director of the incident;
 - d. If the complainant is not satisfied with the actions taken by the Executive Director, follow the Grievances Policy;
 - e. If the alleged offender is the Executive Director, discuss the matter with your Manager and notify the NLLS Board Chair; prior to filing a formal report of the incident, the person subjected to workplace violence or harassment, with the assistance of the NLLS Board Chair (or designate), shall let their objections to the behavior be known to the alleged offender; the Chair will document the incident and inform the Executive Director and the Grievance committee.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval