



Village of Holden

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| Policy Name: | Anti-Harassment Policy | | |
| Policy Number: | ADM-01-2018 | Date Created | May 7, 2018 |
| Council Approval Motion # | 12-6-18 | Date Approved: | June 18, 2018 |
| Responsible Office: | Administration | | |

1. Policy Statement:

This policy applies to, but is not limited to, all users of Municipal programs, facilities and properties, including volunteers, patrons, guests, spectators, coaches, contractors, staff, and Council members, and for those members of the public interfacing with Municipal staff members, or Members of Council; and Municipal staff members or Council members interlacing with the public either - in person, in writing, email, voice mail, or on the telephone while on Municipal Properties.

2. Shared Responsibility and Commitment:

Public participation leads to better decisions and is a shared responsibility of Council, Administration and the community.

3. Purpose:

The Municipality is committed to providing a safe and respectful environment which extends into all Municipal programs, facilities and properties. The Municipality is also committed to ensuring the safety of service users and employees in its facilities and properties and in fostering an environment where there is safety and respect for others. In accordance with Federal and Provincial legislation, including Occupational Health and Safety and Human Rights laws, the Municipality is working toward policies that protect employees and the public from harm when engaging in conduct within Municipal facilities. With that guiding principle, the Municipality has adopted this Public policy to ensure that all users, staff and council feel safe while attending a program, meeting, or function while present at a Municipal facility or property. All people who use Municipal facilities or recreational programs or, who are present on Municipal property, are accountable for actions or behaviors that put the well being, safety, or reputation of others at risk. The Village of Holden will not tolerate any form of harassment or violence on or within Municipal property and this policy lays out the framework for educating staff, Council, volunteers and public users to the guidelines and enforcement step to be taken to address harassment and violence in programs, facilities or properties owned by the Municipality.

4. Definitions:

a. **"Village"** Means the municipal corporation of the Village of Holden.

b. **"Harassment"** means harassment in any form including sexual harassment, personal harassment and violence.

Examples of harassment or breach of the harassment policy that will not be tolerated, within or on any Municipal property, include (but are not limited to):

- physical abuse
- unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status or sexual orientation — including threats, derogatory remarks

- loud verbal assaults directed at participants, officials, members of the public, Municipal staff or Council deemed to be aggressive or intimidating
 - through electronic communication; email, text, voicemail, messaging software or social media
 - through written communication
 - contravention of municipal by-laws, federal or provincial laws
 - threats of violence
 - possession of weapons
- c. **"Sexual Harassment"** is any unwanted verbal or physical conduct that is sexual in nature - examples include, (but aren't limited to):
- unwanted touching or leering
 - inquiries or comments about a person's sex life
 - the display of sexually offensive material
 - sexually degrading words to describe a person
 - derogatory or degrading remarks directed towards members or one sex or sexual orientation
 - inappropriate or unwelcome focus/comments on a person's physical attributes or appearance
 - persistent unwanted contact or attention
- d. **"Personal Harassment"** is conduct that is deemed abusive, unfair, or demeaning treatment of a person or group of persons. Examples include, (but aren't limited to):
- insults
 - name calling
 - derogatory remarks
 - persistent criticism
 - spreading malicious rumors
 - public reprimand
 - sarcasm, ridicule and humiliation
- e. **"Workplace Violence"** The Occupational Health and Safety Code requires that violence in the workplace be viewed as a safety hazard. Workplace violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury, whether work related or at a Municipal facility.

At the Municipality, all aspects of violence, both in the workplace and within Municipal facilities, will not be tolerated, and the definition is expanded to include zero tolerance for:

- verbal assaults, taunting or ostracizing
- bullying or coercion
- threatening behavior such as shaking fists, destroying property or throwing objects;
- verbal or written threats that express an intention to inflict harm or intimidate;
- physical attacks;

5. Enforcement Options

- a. The Municipality's key concern is safety of our facility users and employees. If, at any time, public users or employees feel personally threatened, they are to call the RCMP immediately by dialing 911. It is NOT the expectation that employees or public users will put themselves at any risk or jeopardize their safety in any real or perceived situation.
- b. Any Municipal staff and Council, observing incidents, are to report all acts of harassment, violence or vandalism to the Chief Administrative Officer (CAO) within 24 hours of the incident;
- c. Any volunteer organization using Municipal facilities but choosing to deal with incidents of harassment or violence directly are required to report back to the CAO of the Municipality within thirty days outlining the incident, and the remediation process.
- d. The Municipality has the authority to prepare the following for any individual found to be in violation of this policy
 - i. a letter of trespass which may bar individuals from Municipal properties and facilities because of such behaviors — for a length of time to be determined by the CAO.
 - ii. a cease and desist letter.
- e. All violations will be reviewed, documented and at the discretion of the CAO reported to the RCMP.

6. Appeal Process

An Appeal Process will be instituted to appeal any disciplinary measures enforced by the CAO under this policy. Individuals can present their case in writing to the appeal board comprised of the Village of Holden Council. Protection of information disclosed in this process will be directed by the Freedom of Information and Privacy Acts. The Appeal Board will review the appeal and all decisions are final.