

## WORKPLACE VIOLENCE AND HARASSMENT

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

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| <b>Category:</b>        | C. People & Culture            |
| <b>Parent Policy:</b>   | C25                            |
| <b>Approval Date:</b>   | June 24, 2019                  |
| <b>Effective Date:</b>  | June 24, 2019                  |
| <b>Procedure Owner:</b> | Chief People & Culture Officer |

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| <b>Overview:</b>   |  |
| <b>Procedures:</b> | <p><b>REPORTING OPTIONS</b></p> <p><u>Informal Procedure</u><br/>If you believe you have been subjected to workplace violence, harassment or discrimination, you may:</p> <ul style="list-style-type: none"> <li>• Start documenting details of incidents for future reference, or</li> <li>• If safe to do so, confront the harasser personally, or in writing, clearly stating the unwelcome behaviour/action and requesting that it stop immediately; or</li> <li>• Engage the assistance of a trusted employee to assist when confronting the harasser to resolve the concern; or</li> <li>• Discuss the situation with their immediate supervisor or the harasser's supervisor or another trusted member of management.</li> </ul> <p>Any employee who has been subjected to workplace violence, harassment or discrimination should, in all confidence and without fear of reprisal, personally report the circumstances to someone in a position of authority.</p> <p><u>Formal Procedure</u><br/>If you believe you have been subjected to workplace violence, harassment or discrimination, you should make a formal complaint. The written report of the complaint should be delivered to the Human Resources Director (or their designate) and include the following information:</p> <ul style="list-style-type: none"> <li>• The date and time (if known) of each incident you wish to report.</li> <li>• The name of the person(s) involved in the incident(s).</li> <li>• The name of any person or persons who witnessed the incident(s).</li> </ul> |

- A full description of what occurred.

Once a written report has been received, The Human Resources Director (or designate) will conduct a thorough investigation.

#### **INVESTIGATION**

The investigation will likely include:

- Informing the respondent regarding the complaint.
- Interviewing the complainant and the respondent.
- Interviewing any other person(s) who may have been involved or have knowledge of the event(s) giving rise to the complaint.
- Olds College may engage outside assistance or legal counsel.
- Where it is determined that harassment likely has occurred, a written report of the conclusions and recommended outcomes will be completed.
- Olds College will take reasonable measures to prevent any unnecessary disclosure of the incident and the identities of the parties involved.

#### **INTERIM MEASURES DURING INVESTIGATION**

The College may impose interim measures to support the Complainant, Reporter, and/or Respondent during an investigation. Examples may include a) determining that there is to be no contact between a Complainant and a Respondent, b) that the Respondent may be suspended from classes, the workplace or residence pending the outcome of an investigation.

#### **SPECIAL CIRCUMSTANCES**

If the individual decides not to make a formal report, Olds College Management may decide that an investigation of the incident is required and will advise the person(s) who are subject to the investigation.

In cases where criminal proceedings are forthcoming, Olds College will assist law enforcement and other agencies as Olds College determines necessary.

Should an employee have a legal court order (e.g. restraining order, or "no-contact" order) against another individual, the employee is encouraged to notify his or her supervisor, and to supply a copy of that order to the Human Resources Department.

#### **OUTCOMES**

After the conclusion of the investigation, Olds College will determine the appropriate outcome(s) which may include restorative measures, mediation, alternative workplace arrangements and/or disciplinary action.

The Complainant and the respondent will be advised of the results of the investigation, corrective action taken and any appeal procedures that may be available to them.

Olds College shall provide appropriate assistance to any employee who is a victim of workplace violence, harassment or discrimination.

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| Definitions:         |
| Related Information: |
| Review Period:       |
| Revision History:    |

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| <p><b>CONFIDENTIALITY</b></p> <p>Olds College will make all reasonable efforts to protect the privacy of the individuals involved and to ensure that reporters and respondents are treated fairly and respectfully. Olds College will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.</p> <p>All records of violence and/or harassment, complaints and subsequent investigations, are considered confidential.</p> |
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| <p>A25 Code of Conduct<br/>C15 Occupational Health and Safety</p>  |
| <p>3 years</p>   |
| <p>New: 2015<br/>Revised: June 2019</p>  |