

# PREVENTION PLAN - WORKPLACE VIOLENCE & HARASSMENT

[Farm Name]

recognizes the potential for workplace violence, other aggressive behaviour, and harassment towards our employees. We are committed to providing a safe and healthy working environment, which includes measures to control threats of workplace violence and harassment. We do not tolerate behaviour that intimidates, threatens, harasses, abuses, injures, or otherwise victimizes our employees.

We will take appropriate steps to protect our employees from potential hazards associated with workplace violence and harassment. We are fully committed to providing employees with appropriate levels of protection from the hazards associated with workplace violence and harassment.

Acts of violence undermine these values and may also constitute offenses under Alberta OHS legislation or the Canadian Criminal Code.

Acts of violence and acts of harassment have the effect, or potential effect, of denying individual dignity and respect. This can detrimentally affect the working environment and interfere with or give disadvantages to

employees of \_\_\_\_\_ [Farm Name] \_\_\_\_\_ in their participation in employment, education or other company related activities.

Acts of violence and acts of harassment by or against employees of \_\_\_\_\_ [Farm Name] \_\_\_\_\_ are considered serious offenses.

We are committed to investigating and following up on all reported acts of this nature. Such acts are strictly prohibited and will not be tolerated.

No employee will be subject to reprimand in any way when working within the scope of this policy or any of the company's procedures. This policy does not discourage an employee from exercising their rights, including the Alberta Human Rights Act.

## Purpose

The purpose of this policy is to express the commitment of \_\_\_\_\_ [Farm Name] \_\_\_\_\_ to provide a working environment free of violence and harassment and to promote understanding of the nature and effects of acts of violence and harassment in an effort to prevent such incidents.

This policy will provide a process for investigating and acting quickly, effectively, and appropriately on any instances of violence or instances of harassment that occur.

Individuals who engage in acts of violence or acts of harassment will be subject to discipline up to and including dismissal.

## Application

This policy applies to all employees of \_\_\_\_\_ [Farm Name] \_\_\_\_\_

including, but not limited to students, staff, visitors, volunteers, consultants and service and supply contracted employers and their employees, while engaged in activities related to their contracts with the company.

This policy applies to conduct in the working and learning environment, at company-related functions and during company-related work, or training sessions, conferences, and during travel.

\_\_\_\_\_ [Farm Name] \_\_\_\_\_'s Emergency Response Plan outlines procedures for the appropriate response to specific emergencies. This policy is not intended to affect any other legal rights that individuals or the company might have related to acts of violence or acts of harassment.

## Principles

We will maintain a working and learning environment that is free from acts of violence or acts of harassment. Those subjected to acts of violence or acts of harassment are encouraged to seek any assistance they may require in order to pursue a complaint.

Management is expected to take prompt steps to act on their responsibility where instances of this nature may have occurred, whether or not a formal complaint has been made.

Victims and individuals exposed to acts of this nature will be encouraged to seek the assistance of a health care professional of their choice for treatment or referral.

First Aid will be provided, as required and when it is safe to do so. Workers' Compensation claim forms must be completed if there is an injury that requires the individual to seek medical attention.

All employees of \_\_\_\_\_ [Farm Name] \_\_\_\_\_ have the right to make a complaint or enforce their rights under this policy. All employees have a right to make a complaint or enforce their rights under this policy without being penalized and without retaliation. Acts of retaliation against individuals making a complaint or against witnesses to a complaint are prohibited.

Individuals, who make bad faith allegations of violence or harassment, which are knowingly false, fraudulent or malicious, will be subject to discipline up to and including termination.

This policy is not intended to interfere with ordinary social or personal relationships or infringe upon the freedom of any employees.

#### **Definition - 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 or psychological injury or harm and includes domestic or sexual violence. Violence occurs when a person is abused, threatened, intimidated or assaulted in their working or learning environment. Violence takes many forms. It may be expressed verbally, through written or electronic communications (such as email), over the telephone, or through actual or threatened physical contact or gestures.

Workplace violence can be either internal (between two employees) or external (from a source outside of the organization). Examples of different types of workplace violence include:

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- Shaking fists, throwing objects, or other threatening behaviours
- Bullying, making inappropriate gestures, or intimidating behaviour
- Verbally abusing in a manner that demeans, humiliates, or annoys, including swearing, insults, or condescending language
- Hitting, shoving, kicking, pushing, physical assault, or other physical attacks
- Vandalizing, committing theft, sexual assault, murdering or other criminal activities
- Physical altercations including attacks or any physical attempt to injure or harm a person (including punching, pushing, tripping or kicking)
- Aggression (insults, belittling, yelling)
- Threatening behaviours such as shaking a fist or acts of intimidation (shaking a fist or showing a weapon)
- Verbal or written threats which may indicate an intent to harm (can be written on paper, emailed, etc)
- Domestic violence
- Sexual violence

#### **Definition - Harassment**

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance but excludes reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

#### *Examples include:*

- Name calling, spreading rumors, isolating an employee
- Deliberate mis-gendering (calling someone by a gender that they do not identify with as to imply that gender)

- All types of bullying (in person, print or electronic/'cyber'), both physical or psychological which ridicules or devalues the individual.
- Various types of intimidation

#### **Resolution - Direct Action**

Any person who believes they have been subject to an act of violence or harassment should inform the individual responsible that their behaviour is offensive and request that it cease. This should be done directly and may be with the assistance of a third party.

After the incident, the individual affected by the act should record (for their personal records) details of the incident, including date and time, nature of the behaviour, and names of any person(s) who may have witnessed the behaviour.

As soon as it is safe to do so, the act of violence or harassment should be reported to a supervisor.

#### **Confidentiality**

We will ensure that any inquiry made or informal or formal process taken pursuant to this policy is kept in confidence except as necessary to the investigation or to respond to any legal and/or administrative proceedings arising under this policy or otherwise. The policy is subject to the Freedom of Information and Protection of Privacy (FOIP) Act.

It is essential that the complainant, respondent, and all those involved in the informal or formal processes conducted under this policy also maintain confidentiality. Breaches of confidentiality will be subject to discipline.

#### **Education**

[Farm Name]

will provide training with regard to how to recognize acts of workplace violence and harassment, the policy and procedures in place to prevent and address those acts, and the appropriate response to incidents, and the procedures for reporting, investigating and documenting incidents of workplace violence and harassment.

This may include articles in employee handbooks, employee orientation sessions, presentations to employees, and with print material distributed.

#### **Reporting**

The Farm Manager is responsible for maintaining detailed reports of incidents of this type for a period of two years.

These reports will provide information on the nature of complaints, problem solving, mediation activities, investigations, and decisions involving remedies or discipline.

#### **Management Responsibilities**

- inform employees if they are working in an area with potential for violence or harassment to occur and identify any risks specific to that work area
- ensure appropriate procedures are in place to identify and eliminate or minimize the risk of these acts to our employees
- ensure employees are properly trained in recognizing and responding to workplace violence and harassment
- ensure that every reported incident of workplace violence or workplace harassment is properly investigated and analyzed, potential areas for improvement are identified, and corrective measures are implemented

#### **Employee Responsibilities**

- be informed on and follow workplace policies and procedures that are in place
- participate in prevention training programs
- immediately report all incidents to their direct supervisor or manager (\*Identify if incidents can be reported to someone other than the employee's direct supervisor)
- participate in work-site hazard assessments and the implementation of controls and procedures to eliminate or control workplace hazards

No employee shall be penalized, reprimanded, or in any way criticized when acting in good faith while following our policies and procedures when addressing workplace violence or workplace harassment situations.

\*The information in this policy does not take precedence over applicable legislation

**FARM NAME:****Procedures - Elimination or control**

Workplace violence and harassment hazards will be identified as part of the regular task based hazard assessment and analysis program.

Completed hazard assessment results will be communicated to new employees during the health & safety orientation and to all employees at regular staff and health & safety training meetings.

Employees will be involved in the regular review and revision of hazard assessments. Any incident of violence or harassment will prompt the review of a hazard assessment.

**How to Respond**

Addressing job-specific workplace hazards (handling cash, dealing with customers, handling collections, working alone).

Employees shall not put themselves at personal risk when responding to or assisting with an incident of workplace violence.

Employees will call for immediate assistance from co-workers or call 911 for assistance from police services.

**Reporting and Investigation**

All reported incidents of workplace violence or harassment shall be documented on the company Incident Investigation Report form. Investigations shall be strictly confidential.

All workplace violence or harassment shall be investigated and analyzed in accordance with the company Incident Investigation procedures.

The investigator/investigation team shall be responsible for determining of the underlying causes of the incident and recommending potential areas for improvement. Employees shall not put themselves at personal risk when responding to or assisting with an incident of workplace violence.

All employees shall immediately report any and all incidents of workplace violence or harassment to their direct supervisor or manager.

Incidents can also be reported to someone other than the employee's direct supervisor.

**Employee Assistance**

All employees exposed to workplace violence or harassment shall be advised to consult with a health care professional for counseling.

**Employee Training**

All new employees will be trained in the company workplace violence and harassment policy and procedures during their initial health & safety orientation.

Attendance shall be mandatory for all employees including senior management and contracted employers as applicable.

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Name and Title of Most Senior Manager

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Signature

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Date Completed