

Trochu Municipal Library

Violence and Harassment Policy

Statement of belief:

Trochu Municipal Library promotes an abuse free environment in which all people respect one another and work together. Any act of violence or harassment committed by or against any individuals affiliated with this organization is unacceptable conduct and will not be tolerated.

We are committed to:

- Investigating reported incidents of violence and harassment in an objective and timely manner.
- Taking necessary action and
- Providing appropriate support for victims

Purpose:

The purpose of this policy is to ensure that:

- Individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed.
- Those subjected to acts of violence or harassment are encouraged to access any assistance that they may require in order to pursue a complaint.
- Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

Policy:

Employees or any other individuals affiliated with this organization shall not subject any other person to workplace violence or allow or create conditions that support workplace violence. No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

Guidelines:

Definitions:

Acts of violence and harassment can take the form of any physical or verbal aggression towards another person.

Behaviors can include but are not limited to:

- Physical attacks such as hitting, kicking, shoving, throwing objects, destroying property.
- Verbal abuse or threats such as swearing, insulting another, condescending language or any expression of an intent to inflict harm.
- Harassment: any behavior that is known or would be expected to be unwelcome- demeaning, embarrassing, humiliating or bullying.

Acts of violence and harassment destroy individual dignity, lower morale, engender fear, and breakdown work unit cohesiveness.

Consequences:

Violations of the policy may be subject to disciplinary action commensurate to the incident, up to and including dismissal.

For acts of violence or harassment by individuals outside of this organization, action taken would be commensurate with the incident up to and including temporary or permanent withdrawal of services or legal action.

Procedure:

Staff faced with an urgent situation involving threatening or violent conduct, where there is reasonable belief that the safety of persons may be threatened, employees should ensure their own safety and then contact the police immediately. (Also see working alone policy).

For other incidents:

- Discuss the matter with the library manager or with a board member. Prior to filing a formal report of the incident, the person subjected to workplace violence or harassment, should let their objections to the behavior be known to the alleged offender.
- If not satisfied at this time, the complainant will document the incident and notify the chairperson of the incident.
- The chairperson will document the incident and inform the board of serious incidents.
- If the complainant is not satisfied with the actions taken by the chairperson, follow the Marigold Regional Library System Grievance Procedures Policy.

The board is responsible to ensure confidence is maintained and the victim receives support as necessary.

Original policy: January 2006

Reviewed and revised February 2019

Approved by the board June 11, 2019

Randy Lacey, Chairperson