Policy No. 300-17
Workplace Violence Policy & Prevention Plan
May 14, 2024

1.0 Policy Statement

The Town of Midale is committed to minimizing and eliminating the risk of workplace violence.

The Town of Midale is committed to providing employees with workplace violence training and taking appropriate corrective action respecting any employee who subjects another worker to violence. Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause.

This policy was created following consultation with the Town of Midale's Occupational Health and Safety Committee.

2.0 Application

The Town of Midale's violence policy applies to all persons involved in the operation of the Town of Midale and prohibits violence by any employee of the Town of Midale, including supervisors and co-workers, Council members, as well as by any person doing business with or for the Town of Midale.

If the alleged individual committing a violent act is a Council member, please also refer to the Town of Midale Code of Ethics Bylaw.

3.0 Definitions

"**Violence**" is defined in section 3-26(1) of *The Occupational Health and Safety Regulations, 2020*, as:

> Violence means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement of behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

"**The Complainant**" is the person who makes the complaint.

"**The Respondent**" is the person who has allegedly committed violence.

"**Worksite**" means a location where a worker is or is likely to carry out their responsibilities of employment. This includes work-related settings such as work-related conferences, travel,

municipality sponsored social events and any vehicle or mobile equipment used by a worker in the course of their employment.

4.0 Violence Risk Assessment

The Town of Midale has conducted a risk assessment in preparation of this policy that considered the following potential risks:

- Previous incidents of violence in the workplace;
- Situations where employees interact with members of the public;
- Integrity of site security, equipment, and lighting;
- Effectiveness of emergency procedures;
- Procedures used in cash handling; and
- Procedures for releasing contact phone numbers, names and addresses of employees only to authorized individuals.

A workplace violence risk assessment of the above factors must be performed as often as necessary to protect workers and to provide a safe working environment.

When completed, the results of the risk assessment must be provided to the Occupational Health and Safety Committee. This reporting requirement also applies to any repeated risk assessments performed to assess and prevent workplace violence incidents.

The Occupational Health and Safety Committee shall review the risk assessment and approve the safeguards or control.

5.0 Violence Risk Reduction

The Town of Midale will further take the following actions to minimize or eliminate the risk of violence in the workplace:

- Ensuring employees have access to appropriate personal protective equipment;
- Reviewing and updating emergency procedures, site security, and applicable administrative processes;
- Upgrading site security equipment when required;
- Arranging for sufficient staff levels to carry out the work safely;
- Training and education so that employees understand the risks and the controls which must be followed for preventing exposure and responding to workplace violence; and
- Monitoring the effectiveness of control measures through safety inspections.

The Town of Midale recognizes that the following positions are at increased risk of being exposed to a violent situation:

1. Administrator;
2. Administrative Assistant;
3. Foreman;
4. Maintenance Employee (s);

5. Recreation Director; and
6. Pool Employees

The Town of Midale further recognizes that there is an increased risk that a violent situation may occur at the following worksites:

1. Municipal Office;
2. Public Works Shop;
3. Public Works Yard;
4. Recreation Office; and
5. Swimming Pool.

If an employee is at an increased risk of being subject to violence in the workplace, the Town of Midale will inform employees of the nature and extent of the risk from potential violence in writing, except if the disclosure is prohibited by law. The Town of Midale will disclose any information in its possession related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.

6.0 Reporting Workplace Violence

The Town of Midale encourages all employees to report any incidents of workplace violence **immediately** so that complaints can be quickly investigated.

If an employee believes they have been exposed to violence in the workplace, they should tell any supervisor with whom they feel comfortable or contact the Administrator as soon as possible. If the Administrator is the accused offender, then the written report may be submitted to the Mayor. Employees may be asked to provide a written complaint, which should be specific and include, but not be limited to, the names of the individuals involved, the names of any witnesses, the date, time and location of the incident.

The Town of Midale will not retaliate against employees for filing a complaint and will not permit retaliation by management, employees or co-workers.

Furthermore, no action will be taken against an employee who has made a complaint in good faith which is found to be unsubstantiated. However, a complainant may be subject to disciplinary action where it is proven that the complaint is fraudulent or malicious.

7.0 Investigation

Following the reporting of the incident by the employee, an investigation will be undertaken. The Town of Midale or their designate will investigate.

The Town of Midale will document incidents of alleged violence, the investigation and its outcome, which may include documenting who is involved, potential witnesses, and any other related documents.

In the event of an allegation of violence, the Town of Midale has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said violence including, but not limited to, removing an individual from the workplace.

8.0 Confidentiality

The Town of Midale will not disclose the name of a complainant or the respondent or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint, or as required by law.

In order to protect the safety of the complainant and other staff, the Town of Midale may place an employee on administrative leave if it is deemed necessary to protect employee safety.

9.0 Investigation Outcomes & Remedies

Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause. If it is determined that workplace violence has occurred, appropriate and effective remedial action will be taken. Appropriate action may also be taken to deter any future incidents.

If the alleged perpetrator of violence is a Council member, please refer to the Town of Midale Code of Ethics Bylaw for the procedure to be followed and available sanctions.

The Town of Midale will advise the parties of the results of the investigation.

10.0 Medical Assistance

In the event that an employee, as a result of a work-related violence, experiences injury or adverse symptoms, the employee is encouraged to consult the worker's physician for treatment or referral for post incident counselling. If an employee consults their physician for treatment or receives counselling that is related to the workplace violence, the Town of Midale shall credit the worker's attendance as time at work and ensure that the worker loses no pay or other benefits as a result of the workplace violence.

11.0 Training

The Town of Midale is committed to providing a training program for employees that includes:

- The means to recognize potentially violent situations;
- Procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers;
- The appropriate responses of workers to incidents of violence, including how to obtain assistance; and
- Procedures for reporting violent incidents.

12. Access to Policy & Policy Review

Copies of the policy statement and prevention plan will be made readily available to employees.

This policy shall be reviewed, and revised if necessary, every three years or whenever there is a change in circumstances that may affect worker health and safety.

Policy Revision History

Document Title	Revision Date	Approved by
Policy No. 300-17 Workplace Violence	May 14, 2024	Council

ACKNOWLEDGMENT & AGREEMENT – EMPLOYEE

I, _____, an employee of the Town of Midale acknowledge that I have been provided with a copy of the Town of Midale Workplace Violence Policy & Prevention Plan (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

_____ _____

Date Employee Signature

ACKNOWLEDGMENT & AGREEMENT – COUNCIL MEMBER

I, _____, a Council member of the Town of Midale acknowledge that I have been provided with a copy of the Town of Midale Workplace Violence Policy & Prevention Plan (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

_____ _____

Date Council Member Signature