

Workplace Harassment and Violence Prevention

Sample policy statement for employers

(This organization) is committed to providing a physically and **psychologically healthy and safe workplace**. The management of (this organization) recognizes that workers and the company have a shared responsibility to promote the principles of mutual respect, confidentiality and cooperation, as outlined in this policy. Any act of **harassment**, or **violence** committed by or against any worker or member of the public is unacceptable and will not be tolerated.

PURPOSE

This policy outlines our commitment to protecting the **psychological health and safety** of our employees. The purpose of this policy is to ensure that individuals are aware that any harm to psychological health and safety is considered a serious offence and therefore will be addressed accordingly. Those subjected to psychological harm will be assisted in the pursuit of their complaint and victims will be provided with appropriate support.

DEFINITIONS

Psychologically healthy and safe workplace

A workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health, including neglect, reckless, or intentional ways.

Workplace harassment

Means any objectionable or unwelcome conduct, comment, or action that a person knows or ought reasonably to know will or would cause offence or humiliation to a worker, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or the workplace.

Workplace violence

According to Alberta's *Occupational Health and Safety Code*, workplace violence means: "the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury." Examples of workplace violence include the following:

- Threatening behaviour such as shaking fists, destroying property or throwing objects
- Verbal or written threats (any expression of intent to cause harm)
- Physical attacks such as hitting, shoving, pushing or kicking.

Sample Policy Statement

Psychological health

A state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community. – Assembling the Pieces, CSA, SPE-Z1003-Guidebook.

Psychological health and safety management system (PHSMS)

An organizational management system consisting of policies, procedures, and practices put in place to assist organizations in creating a psychologically healthy and safe workplace.

GENERAL

MANAGEMENT RESPONSIBILITY

- Foster an organizational culture that promotes psychological health and safety.
- Ensure that a psychological health and safety management system is in place to provide a work environment that is free from psychological harm.
- Ensure compliance with relevant occupational health and safety laws as well as applicable best practices, guidelines and voluntary standards affecting workplace mental health which may include the CSA National Standard on Psychological Health and Safety, *CSA Z1003/BNQ 9700-803, Psychological health and safety in the workplace - Prevention, promotion, and guidance to staged implementation.*
- Ensure that workers are trained in recognizing and responding to situations involving psychological harm.
- Ensure that every reported incident of psychological harm is investigated, in an objective and timely manner, and potential areas of improvement are identified.
- Ensure that the worker is advised to consult a health professional if the worker reports psychological injuries or adverse symptoms from psychological harm.
- Maintain the confidentiality of the individuals concerned, except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation to the alleged complaint if discipline is being imposed.
- Providing appropriate support for workers who are affected.

WORKER RESPONSIBILITY

- Workers of (this organization) are required to be familiar with and follow the procedures that are in place to protect their psychological health.
- All employees are to participate in the instruction of violence and harassment prevention.
- Workers have the responsibility to treat each other with respect.
- Workers are required to immediately report all violations of this policy to their supervisor.
- Workers are responsible to co-operate in the investigation of complaints. Anyone who investigates or gives evidence in a complaint investigation shall keep details confidential.
- Workers are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.

Sample Policy Statement

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

Reasonable actions by managers or supervisors to help manage, guide or direct workers or the workplace are not harassment. Appropriate worker performance reviews, counselling or discipline by a supervisor is not harassment.

CONFIDENTIALITY

(This organization) and its managers will not identify any involved parties or circumstances about a reported incident, except:

- When it is necessary in investigating the complaint,
- If it is part of disciplinary action, or
- Where it is required by law.

PROGRAM EVALUATION

The success of this policy and the procedures involves not only the implementation of the program but also ongoing evaluation.

_____ will evaluate this policy and procedures and will make adjustments whenever necessary to ensure the success of this program.

Signature of company owner/president

Date

© 2016 Government of Alberta, Labour

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.