

# Rural Municipality of Sifton

## Violence in the Workplace Policy 2021

### **PURPOSE:**

Part 11 of the Manitoba Workplace Safety and Health Regulation (M.R. 217/2006) requires the RM of Sifton to develop and implement a written policy to prevent violence in the workplace.

### **POLICY:**

#### **Company Commitment**

The RM of Sifton is committed to providing a safe and respectful work environment for all employees, customers and suppliers. No employee of the RM of Sifton, contractor or a member of the public, has to put up with violence for any reason, at any time. Also, no one has the right to act, gesture or dialogue in a way which constitutes a threat to anyone at work or in any employment situation. This policy is one way to ensure our workplace is a comfortable place for all employees, customers, and suppliers.

#### **Definitions**

Within this policy “**Violence**” means any act, gesture or dialogue that is a threat to yourself or anyone else, and includes:

- (a) Threats, threatening behavior or intimidation of co-workers or other persons, co-workers families, or to their property or possessions;
- (b) Verbal abuse;
- (c) Physical assault or other physical violence;
- (d) Use of weapons such as firearms, knives or replicas of these, or other articles that may be used to intimidate or threaten any person; or
- (e) Activities such as stalking, following, unwanted watching, bothering or repeated contact or communication.

Violence can take place in the workplace or outside of it in a situation connected to work, such as during delivery trips, off-site meetings, or business trips. Violence will not be tolerated in any of the RM of Sifton’s workplaces, or at any RM of Sifton sanctioned events.

**Threat** – an expression of intent to cause physical or psychological harm that may be disruptive or cause psychological harm.

**Threatening Behavior** – includes physical actions short of personal contact/injury and includes written or oral threats to people or property.

**Disruptive Behavior** – behavior that disturbs, interferes with or prevents normal work functions or activities. Disruptive behavior includes, but is not limited to, yelling, the use of profanity, verbal abuse, shaking of fists, inappropriate demands or refusing a reasonable request.

**Dangerous Weapons** – includes any device that may shoot a projectile by explosive, gas, or compressed air slingshots, or any knife that may be opened by a downward thrust, flick of the wrist, or spring action, or any device that could be used as a club and poses a risk of injury.

#### **Employee’s Rights and Responsibilities**

- Employees are entitled to work free of violence or threat of violence; and
- Employees have the right to file a complaint with the Manitoba Human Rights Commission.

**Employer’s Responsibilities**

- The employer must ensure, so far as is reasonably practicable, that no employee is subjected to violence in the workplace;
- The employer will take corrective action respecting any person under the employer’s direction who subjects an employee to violence;
- The RM of Sifton, and those persons involved in any aspect of a complaint that has been made under the provisions of this policy, will not disclose the name of a complainant or the circumstances related to the complaint to any person except where disclosure is:
  - (a) necessary to investigate the complaint,
  - (b) required in order to take corrective action with respect to the complaint, or
  - (c) required by law.

**PROCEDURE:**

**How To Make A Workplace Violence Complaint**

- If an employee feels s/he is being subjected to violence in the workplace, the first step that must be taken is to inform the person who is inflicting the alleged violence to stop. This step can be done in person or in writing. An employee who is being subjected to violence may speak directly to his/her supervisor, or to the Human Resources Officer, to act on the employee’s behalf if this employee is not comfortable dealing directly with the person who is inflicting the violence.
- If the above step is not successful, or is inappropriate when considering the specific circumstances of the complaint, the employee who is being subjected to violence in the workplace may file a formal complaint, in writing, with the Chief Administrative Officer of the RM of Sifton.

**How A Violence in the Workplace Complaint Will Be Investigated**

- The Chief Administrative Officer will arrange for an independent party (either from within the organization or from outside) that is trained to investigate such matters to complete the investigation of the complaint. The RM of Sifton is committed to ensuring that all violence in the workplace complaints are investigated thoroughly and promptly.
- Once the investigation is complete, the investigator will prepare a written report of the findings for the Chief Administrative Officer. Based on the findings, the Chief Administrative Officer will determine the appropriate disposition of the complaint, which may include:
  - Dismissal of the complaint,
  - Disciplinary action to be taken against either party to the complaint, or
  - Other remedies as appropriate.

**How The Investigation Results Will Be Communicated To The Affected Parties**

- The Chief Administrative Officer will, in writing, advise both parties to the complaint of the results of the investigation and the final disposition of the complaint.

**Disposition In The Event Complaint Is Upheld**

Employees who are found to have engaged in violence in the workplace, will be subject to one or more of the following forms of discipline, depending on the severity of the harassment:

Written reprimand	Suspension (with or without pay)	Transfer
Demotion	Dismissal	

### General Provisions Of This Policy

This policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.