



Rural Municipality of Corman Park No. 344
Corporate Policy

Title: Workplace Violence Prevention Policy	Number: HR-019.1
<p>Policy Objectives:</p> <ol style="list-style-type: none"> 1) To ensure, insofar as is reasonably practicable, that Corman Park workers are not exposed to violence with respect to any matter or circumstance arising out of their employment and includes: <ol style="list-style-type: none"> a) Incidents that occur outside of the usual workplace or after work hours that arise out of or are connected to a worker’s employment, such as a work-sponsored social event or conference, and; b) Conduct perpetrated by someone other than a worker, but with whom the worker is required to meet with, including clients, contractors, or members of the public. 2) To establish a corporate wide workplace violence prevention policy and plan in accordance with <i>The Saskatchewan Employment Act</i> and <i>The Occupational Health and Safety Regulations, 2020</i>. 3) To provide Corman Park workers with sufficient training to allow them to: <ol style="list-style-type: none"> a) Adequately respond to and report violence in the workplace, and; b) Minimize or eliminate violence in the workplace. 	
<p>Authority: Res.2024-09-39 September 23, 2024 – Amendments updated – Attached page 11.</p>	

Application:

This Policy applies to all Corman Park workers while engaged in the service of the Corman Park or while at a Corman Park sponsored function and includes the workers (Local 870 Members) bound by the Collective Agreement, the duly elected members of Council, the members of the Corman Park Police Service, and all contractors, volunteers, visitors of the organization, and members of the public.

Corman Park and the workers (Local 870 Members) shall be bound by all the provisions of the Collective Agreement between the two parties when dealing with any wording within this Policy.

Policy Statement:

The Rural Municipality of Corman Park, hereafter referred to as “Corman Park”, recognizes that every worker in Saskatchewan is entitled to employment that is free of violence. As such, Corman Park is committed to making every reasonably practicable effort to ensure that no worker is subjected to violence that may arise during their employment with Corman Park and to minimizing or eliminating the risk of violent or potentially violent situations in the workplace.



Violence in the workplace is a serious high-risk offence that will not be tolerated and Corman Park will ensure that all incidents of workplace violence are taken seriously and immediately responded to so as to protect the health and safety of workers. In addition, Corman Park will ensure that all incidents of workplace violence are promptly investigated so that timely and effective corrective actions can be implemented to minimize or eliminate future violent situations in the workplace. Corman Park reserves the right to take any reasonable action(s) to protect the health and safety of any individual(s) during an ongoing investigation into alleged workplace violence until such a time that corrective actions can be implemented.

Corman Park will make every reasonably practicable effort to ensure that the individuals involved in incidents of workplace violence are not subject to retaliation. Retaliation is a serious offence and Corman Park will not tolerate any retaliatory act perpetrated against any individual(s) involved in an incident of workplace violence. Corman Park shall ensure that any retaliatory act or conduct is immediately investigated so that timely and effective corrective actions can be implemented to protect the health and safety of workers and to eliminate future acts of retaliation.

Furthermore, if a report alleging workplace violence has been determined by an investigation to be intentionally false and/or malicious or made in bad faith, Corman Park will ensure that the individual(s) who has made the intentionally false and/or malicious report is immediately investigated so that timely and effective corrective actions can be taken to eliminate future false reporting of workplace violence. Corman Park will not take disciplinary action or apply sanctions against any individual(s) who has made a complaint of violence if the investigation determines that the complaint was made in good faith, but the allegations of violence were unsubstantiated.

Corman Park recognises that workplace violence can have serious negative impacts on worker health and safety, and Corman Park asks that all workers who are exposed to violent or potentially violent situations take all reasonable precautions or actions to protect their individual health and safety. If a worker has been exposed to a violent incident, Corman Park recommends that they consult a physician for treatment or for referral to post incident counselling services. Should any worker require treatment or counselling due to an act of violence at the workplace, that worker shall receive their full regular wages and benefits for the time spent receiving treatment or counselling.

When an investigation has determined that a violation of this Policy has occurred, Corman Park shall immediately take corrective action respecting any person(s) under Corman Park's direction who has violated this Policy. Corrective actions may include disciplinary action in accordance with Policy HR-005 Employee Supervision, Correction and Discipline, or the Collective Agreement. In addition, when an investigation has determined that a contractor, volunteer, visitor, or member of the public has violated this Policy, that individual(s) shall be subjected to appropriate sanctions which may include termination of contract, removal from a Corman Park worksite, or legal action. Corman Park will ensure that the names of the individual(s) involved in an incident of workplace violence are not disclosed to any person not necessary to the investigation processes and Corman Park will ensure that disclosure of such information is only done in accordance with applicable legislation and the confidentiality and disclosure standards within this Policy.

Corman Park acknowledges that there may be a need to protect workers, Members of Council, or members of the public from violent or threatening behaviour or conduct perpetrated by a visitor or member of the public. As such, Corman Park will ensure that this Policy adequately protects

workers, Members of Council, and members of the public from such behaviour or conduct by ensuring that this Policy is consistently and fairly applied to all visitors or members of the public. If Corman Park workers, Members of Council, or members of the public are subjected to violent or threatening behaviour or conduct, the Chief Administrative Officer (the "CAO") may, at their discretion, place immediate restrictions or sanctions on the level of contact or type of interaction(s) that certain individuals may have with Corman Park. The decision to implement restrictions or sanctions may be made when an individual engages in a single significant incident of violent or threatening behaviour or conduct or when a pattern of repeated incidents of violent or threatening behaviour or conduct has been identified. Circumstances that may result in restrictions or sanctions can include but are not limited to:

- Situations arising from violent or threatening behaviour which cause concern for the reasonable safety of other individuals on Corman Park premises.
- Situations involving the actual or threatened use of physical violence, vandalism, intimidation, verbal or written threats, theft of Corman Park property, yelling or use of profane language.
- Situations which compromise the enjoyment of Corman Park facilities for all users.

Restrictions or sanctions imposed on an individual(s) who violates this Policy will be proportionate to the severity of the Policy violation as determined by the CAO. Actions available to the CAO may include but are not limited to any combination of the following:

- Requesting that the individual immediately depart from Corman Park premises.
- Requesting police assistance to immediately remove an individual from Corman Park premises.
- Pursuing legal action.
- Limiting the individual's correspondence with workers to a particular format, time or duration.
- Limiting the individual to a particular point of contact.
- Requiring any face-to-face interactions between the individual and workers to take place in the presence of another worker.
- Requiring the individual to make contact with Corman Park only through a third party, such as a solicitor.
- Limiting or regulating the individual's use of Corman Park services.
- Refusing the individual access to a Corman Park facility except by appointment or specific permission.
- Prohibiting the individual from entering any Corman Park premises.
- Requiring that the individual produces full disclosure of documentation or information before a worker further investigates a complaint.
- Instructing workers not to respond to further correspondence from the individual regarding the complaint or a substantially similar issue, unless the correspondence relates to an Access to Information Request under LA FOIP.
- Informing the individual that further contact on a matter will not be acknowledged or replied to.
- Closing the complaint or request for service.
- Instructing workers not to investigate any complaints regarding an issue that has already been investigated or which is substantially similar to an issue that has already been investigated.



Corman Park is committed to providing a training program on its workplace violence prevention plan and this Policy to all workers upon the commencement of employment with Corman Park. Workers that participate in Corman Park's workplace violence prevention plan training program shall receive full regular wages and benefits for the time spent attending the training program. This training program will include:

- 1) A description of the nature and extent of the risk of violence for each staff position at Corman Park including:
 - a) The identification of any staff positions that have been or may reasonably be expected to be exposed to violence, and;
 - b) The identification of any worksites where violent situations have occurred or may reasonably be expected to occur, and;
 - c) Unless prohibited by law, the disclosure of any information in Corman Parks possession related to the risk of violence from persons who have a history of violent behavior and whom workers are likely to encounter in the course of their work.
- 2) Training on the actions Corman Park will take to minimize or reduce the risk of violence in the workplace including:
 - a) Procedures and practices, and;
 - b) The use of personal protective equipment (PPE), and;
 - c) Administrative arrangements, and;
 - d) Engineering controls.
- 3) Training on how workers are to identify potentially violent situations.
- 4) Training on the procedures that workers are to follow to respond to and obtain assistance in a violent situation.
- 5) Training on the procedures that workers are to follow to report violent incidents to Corman Park.
- 6) Training on the procedures that Corman Park will follow to investigate and document a violent incident.

Corman Park will adhere to the provisions respecting violence in Part III of *The Saskatchewan Employment Act*, the Regulations made pursuant to Part III, and in this Policy. Nothing in this Policy shall, at any point, prevent or discourage a worker(s) who has been exposed to a violent or potentially violent situation from taking all reasonable precautions or actions to protect their individual health and safety or from exercising any other legal rights available to them pursuant to any other law.

Corman Park is committed to implementing this Policy and ensuring that it effectively minimizes or eliminates workplace violence by implementing and maintaining an effective workplace violence prevention plan which includes procedures and practices governing how incidents of violence are to be responded to, reported, investigated, resolved, and documented by Corman Park and by providing an effective training program to all Corman Park workers on this Policy and its associated workplace violence prevention plan.

Corman Park will ensure that this Policy is posted conspicuously within all Corman Park facilities and that this Policy and Corman Park's violence prevention plan are made readily available for reference by all workers. This Policy has been developed in consultation with Corman Park's Occupational Health Committee and meets the requirements of applicable legislation including *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020*. This Policy does not take precedence over applicable legislation.

Assignment of Responsibility:

Chief Administrative Officer:

- 1) Ensuring, insofar as is reasonably practicable, that Corman Park workers are not exposed to violence with respect to any matter or circumstance arising out of their employment.
- 2) Mandating the corporate wide implementation and application of this Policy and taking corrective action where the requirements of this Policy are disregarded.
- 3) Ensuring that this Policy is effective in minimizing or eliminating violence in the workplace.
- 4) Ensuring that all complaints of workplace violence are immediately investigated via a fair and just investigation process.
- 5) Ensuring that timely and effective corrective actions are implemented to prevent recurrence of violence in the workplace.
- 6) Providing training and education on Corman Park's workplace violence prevention plan to all workers.
- 7) Appointing designated person(s) to receive and handle incidents of workplace violence.
- 8) Supporting and protecting workers who report incidents of workplace violence or who participate in any process necessary to an investigation.
- 9) Ensuring the confidentiality and disclosure standards in this Policy are adhered to and protecting the privacy of individuals involved in investigations.

Directors:

- 1) Implementing and applying this Policy within their specific areas of responsibility.
- 2) Ensuring that supervisors and workers are aware of and comply with Part III of *The Saskatchewan Employment Act*, *The Occupational Health and Safety Regulations, 2020*, and this Policy.
- 3) Taking corrective action where the requirements of this Policy are disregarded.

Supervisors:

- 1) Ensuring, insofar as is reasonably practicable, that workers under their direct supervision are not exposed to violence with respect to any matter or circumstance arising out of their employment.
- 2) Implementing this Policy in their area(s) of responsibility.
- 3) Modeling respectful behavior and setting a positive example.
- 4) Reporting any incidents involving violence in the workplace.
- 5) Promoting awareness and understanding of this Policy among their workers.
- 6) Intervening promptly and appropriately when they witness or become aware of any potential or actual incidents of workplace violence.
- 7) Cooperating with any person investigating an incident of workplace violence.



Workers:

- 1) Complying with this Policy.
- 2) Refraining from causing or participating in a violent act towards another worker.
- 3) Cooperating with any person investigating or mediating a complaint of workplace harassment.
- 4) Reporting any incidents involving violence in the workplace.
- 5) Seeking the assistance of a designated person to resolve an incident of workplace violence.
- 6) Intervening promptly and appropriately when they witness or become aware of any potential or actual incidents of workplace violence.
- 7) Taking all reasonable precautions or actions to protect their individual health and safety if exposed to an act of actual or potential workplace violence.

Occupational Health Committee:

- 1) Having a continuing concern for the health, safety, and welfare of workers at the place of employment.
- 2) Advising, recommending, consulting, and developing actions to improve workplace health, safety, and wellness.
- 3) Assisting and supporting Corman Park and its workers in complying with Part III of *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020*.
- 4) Promoting workplace health and safety across all departments within the workplace and supporting Corman Park in all workplace health and safety programs and initiatives.



Confidentiality & Disclosure Standards:

Corman Park will maintain the confidentiality and privacy of all personnel who are involved in incidents of workplace violence. Incidents will be handled in strict confidence to the greatest extent possible without compromising the safety of Corman Park workers, hampering investigations, or affecting the resolution of incidents of workplace violence.

All persons involved in an investigation of workplace violence shall treat all information related to the investigation as strictly confidential and are not to discuss the nature of the complaint or investigation with anyone not necessary to the reporting, investigation, resolution, or documentation procedures required by this Policy.

Corman Park, including persons involved in investigations of workplace violence, shall not disclose the identities of any individuals or detail(s) surrounding specific application(s) of progressive discipline to any person(s) except in the following circumstances:

- 1) When disclosure is necessary for the purposes of investigating the incident.
- 2) When disclosure is required to take corrective action(s) with respect to the incident.
- 3) When disclosure is required by law or for legal proceedings.
- 4) When disclosure is required to protect against threats to life or property or to mitigate a significant risk(s) to worker health and safety.
- 5) When disclosure is done in a confidential setting such as but not limited to a designated person, counsellor, physician, lawyer, mediator, or investigator.

Any document(s) or report(s) generated, acquired, or compiled during an investigation carried out in accordance with the Act or regulations made pursuant to the Act are the sole property of Corman Park and Corman Park is under no obligation to share these documents, reports, or any portion thereof with the complainant(s), respondent(s), witnesses(s), or any other individual(s). Disclosure of investigation reports or documents shall be done only in the following circumstances:

- 1) When disclosure is deemed to be necessary at the discretion of Corman Park.
- 2) When disclosure is required to mitigate an identified risk(s) to worker health and safety.
- 3) When disclosure is required to take corrective action(s) with respect to the complaint.
- 4) When disclosure is required by law or for legal proceedings.

Excluding circumstances where disclosure is required by law or for legal proceedings, Corman Park shall take all reasonable actions to protect the privacy of the individual(s) involved in incidents of workplace violence when disclosure is deemed necessary in accordance with the provisions in Policy. These actions can include but are not limited to:

- 1) Redacting or removing personal information from investigation reports or documents. This can include but is not limited to:
 - a) Name(s), birthday(s), gender identity, sex, social insurance number, health card number, personal health information, private address(s), driver's license information, job title(s), payroll or financial information or Workers Compensation Board information.

The failure of a worker to abide by the confidentiality or disclosure standards in this Policy will result in corrective action(s) which may include progressive discipline up to and including termination of employment in accordance with Policy HR-005 Employee Supervision, Correction and Discipline or the Collective Agreement.



Definitions:

- 1) The "Act" – *The Saskatchewan Employment Act*.
- 2) Chief Administrative Officer – The individual appointed to the position of "Administrator" of Corman Park in accordance with *The Municipalities Act* and who holds the title of Chief Administrative Officer (CAO).
- 3) Corman Park – The Chief Administrative Officer of the Rural Municipality of Corman Park No. 344 or their designate(s) including the group of designated persons and individual(s) appointed to conduct or oversee an investigation. The term "Corman Park" may at any time be substituted by the term "R.M." or the term "employer".
- 4) Complaint – A report received by a designated person that alleges an incident of inappropriate behavior in the workplace.
- 5) Complainant – A worker who has filed a complaint alleging inappropriate behavior in the workplace.
- 6) Designated Person(s) – The individual(s) appointed by Corman Park to receive and handle complaints of inappropriate behavior and include any supervisor, human resources staff or the Chief Administrative Officer. Corman Park reserves the right to assign additional duties to a designated person(s) which can include overseeing incident investigation, reporting, and documentation processes, acting as a mediator, or acting as an investigator of a complaint of inappropriate behavior or other workplace incident.
- 7) Inappropriate Behavior – Any combination or form of negative conflict, harassment, violence, retaliation, discrimination, or false reporting in the workplace and includes any unreasonable, vexatious, frivolous or adverse action or conduct that involves a worker while engaged in the service of Corman Park and has a defined complainant and respondent.
- 8) Incident – A single event or occurrence of an accident, near miss, or inappropriate behavior that occurred in the workplace and involves a worker while engaged in the service of Corman Park.
- 9) Investigation – The process of formal inquiry and systematic examination or research into an incident or complaint that is founded on due process and the presumption of innocence.
- 10) Investigator – The individual(s), including a 3rd party, who have been appointed by Corman Park to investigate a complaint or workplace incident.
- 11) Mediation – The process wherein a complainant and respondent meet with an impartial and neutral mediator with the goal of finding a resolution that is acceptable to both parties regarding a complaint or other incident.
- 12) Mediator - The individual(s), including a 3rd party, who have been appointed by Corman Park to mediate a complaint.
- 13) Occupational Health Committee – An occupational health committee established pursuant to section 3-22 or 3-23 of the Act or the Regulations made pursuant to Part III of the Act.
- 14) The "Regulations" – *The Occupational Health and Safety Regulations, 2020*.

- 15) Respondent – A worker who has allegedly displaying inappropriate behaviour in the workplace.
- 16) Retaliation – Inappropriate behaviour conducted by an individual in response to a complaint or incident in the workplace.
- 17) Supervisor – An individual who is authorized by Corman Park to oversee or direct the work of a Corman Park worker and includes but is not limited to the CAO and any Director, Manager, Superintendent, Foreman, or Lead Hand.

- 18) Violence – Section 3-26 of *The Occupational Health and Safety Regulations, 2020*, defines “violence” as:

3-26(1) The attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

The following are some examples of violence or situations that may constitute violence:

- Verbal or written threats.
- Intimidation.
- Vandalism.
- Theft.
- Physical or sexual assault.
- Arguments or yelling.
- Arson.
- Homicide.

- 19) Witness – A worker who has provided a statement regarding the events of a workplace incident to an investigator.
- 20) Worker – An individual, including a supervisor, who is engaged in the service of Corman Park and includes a person who is enrolled in a secondary or post-secondary educational institution and who:
- a) Is permitted by Corman Park, directly or indirectly, to perform work or services.
 - b) Is being trained by Corman Park.
 - c) Is a member of a prescribed category of individuals.
 - d) Is a volunteer that Corman Park permits, directly or indirectly, to perform work or services.
 - e) Is an independent or dependent contractor.
 - f) Is not an inmate, as defined in *The Correctional Services Act, 2012*, of a correctional facility as defined in that Act who is participating in a work project or rehabilitation program within the correctional facility.
 - g) May be referred to at any time as an “employee” or “staff”.

Policy Review:

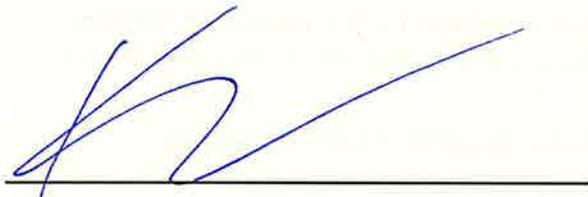
Corman Park will ensure that this Policy achieves its stated objective(s) and shall review and, if necessary, revise this Policy or its associated training plan, procedures and practices at the following intervals:

- 1) Every 3 years.
- 2) Following the conclusion of an investigation into an incident of workplace violence.
- 3) Upon recommendation by the Occupational Health Committee.
- 4) After changes to applicable Acts or Regulations are made.
- 5) After a change of circumstances that may affect the health or safety of workers.

All revisions to this Policy shall be made in consultation with the Occupational Health Committee in accordance with *The Saskatchewan Employment Act*.

Policy Owner:

The Council of the Rural Municipality of Corman Park No. 344 is the owner of this Policy and, as the owner, hereby designates responsibility for this Policy's overall implementation and effectiveness to the Chief Administrative Officer who is designated as the "employer" for the purposes of Part III of *The Saskatchewan Employment Act* and as the "Administrator" for the purposes of *The Municipalities Act*.



Kerry Hilts, Chief Administrative Officer



