



## MD OF PINCHER CREEK NO. 9

### CORPORATE POLICY

C-SAFETY-001A

---

#### TITLE: VIOLENCE PREVENTION POLICY

Approved by: Council

Reviewed by: Council

Reviewed by: Council

Reviewed by: Council

Date: January 8, 2019

Date: November 9, 2021

Date: June 11, 2024

Date: July 8, 2025

---

Related Provincial Legislation:

*Occupational Health and Safety  
Act, Regulations and Code*

#### PURPOSE OF POLICY

The Municipal District of Pincher Creek No. 9 (the "MD") is committed to providing a work environment in which all employees are treated with respect and dignity. Workplace violence has the ability to impact all persons involved in the incident, physically and/or psychologically. An act of workplace violence committed by or against any person(s) by a worker or any other individual affiliated with the MD of Pincher Creek is unacceptable conduct and will not be tolerated.

#### POLICY STATEMENT

The MD of Pincher Creek is committed to eliminating or if that is not reasonable practicable, controlling the hazard of violence.

#### Scope

This policy applies to the Council, Chief Administrative Officer, Directors, Managers, Supervisors, workers and any person who is affiliated with the MD.

#### DEFINITIONS

**Abuser** is a person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

**Active shooter** is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

**Bomb threat** is generally defined as threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death or injuries, whether or not such a device actually exists.

**Domestic violence** is a pattern used by one person to gain power and control over another with whom a person has or has had a personal relationship. This can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behavior may include physical violence, sexual abuse, financial controls, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control.

**Evidence** means a record that shows proof of an activity. Recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business of the conduct of affairs and **kept as a record** of such activity. A record includes both business (substantive) and transitory records.

**Hostage** is a person held in exchange for certain behavior (*taken from Pocket Dictionary of Canadian Law 4<sup>th</sup> Edition*).

**Hostage situation** is anyone takes a person hostage who confines, imprisons, forcibly seizes or detains that person, and in any manner utters conveys or causes any person to receive a threat that the death of, or bodily harm to, the hostage will be caused or that the confinement, imprisonment or detention of the hostage will be continued with intent to induce any persons, other than the hostage, or groups of persons or any state or international or intergovernmental organization to commit or cause to be committed any act or omission as a condition whether expressed or implied, of the release of the hostage. [*Taken from Pocket Dictionary of Canadian Law 4<sup>th</sup> Edition*].

**Intimate partner** includes persons legally married to one another, persons formerly married to one another, persons who have a child in common, regardless of whether such persons are married or have lived together at any time, couples who are in an intimate relationship, including but not limited to, couples who live together or have lived together, or persons who are dating or who have dated in the past, including same sex couples.

**Robbery** is stealing; and for the purpose of extorting whatever is stolen or to prevent or overcome resistance to the stealing, using violence or threats of violence to a person or property. [Taken from *Pocket Dictionary of Canadian Law 4<sup>th</sup> Edition*].

**Security** is a thing which makes the enforcement or enjoyment of a right more certain or secure [taken from the *Pocket Dictionary of Canadian Law 4<sup>th</sup> edition*].

**Terrorism** is politically motivated, pre-planned violence, usually caused by an individual or group trying to influence an audience. The attacks typically are designed to disrupt security and communication systems, destroy property or kill or injure as person(s) as possible.

**Victim** is the person against whom an abuser directs coercive and/or violent acts.

**Violence** whether at a work site or work-related, means threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. Violence may include but is not limited to the following:

- Stranger violence – when the individual is not known to the worker and/or the MD.
- Worker to worker violence- when the incident involves two MD workers.
- Client or customer to worker violence – when the individual is known to the worker and/or the MD.
- Domestic Violence - see definition for domestic violence.

Examples include but not limited to:

- Physical attack or aggression
- Threatening behavior
- Verbal or written threats
- Sexual violence

**Work site** means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation. It includes work based social gatherings and meetings such as conferences, seminars etc.

**Worker** includes a person to whom the MD pays Worker's Compensation premiums on behalf of the person and volunteers.

## **RESPONSIBILITIES**

Chief Administrative Officer

1. To provide resources for workplace violence prevention.
2. When requested, assist in informing the parties of the results of the investigation and corrective actions.

Directors, Managers and Supervisors Ensure workers have acknowledged receipt of this policy.

1. Take immediate and appropriate action to report or deal with incidents of violence of any type, whether brought to their attention or personally observed.
2. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.
3. Investigate alleged acts of workplace violence, when applicable.
4. Notify the parties involved of the results of the investigation and corrective action(s).

Workers

1. Will not participate in workplace violence
2. Will familiarize themselves with the procedures that are in place to protect them.
3. Will report any incidents of workplace violence.
4. Shall attend training, when required.

Health and Safety Specialist and Human Resource Manager

1. Provide training on workplace violence.
2. Assist in investigating alleged acts of workplace violence, when applicable.
3. Arrange assistance for workers.
4. Monitor this policy.
6. Evaluate the prevention plan.

Health and Safety Committee


1. Communicate the existence of this plan.

2. Review the violence prevention plan, when required.

## **REQUIREMENTS**

1. Workers are to be made aware of and understand that acts of workplace violence are considered a serious offence for which necessary action will be imposed.
2. Any incidents of workplace violence will be investigated, and corrective action taken to address the incident.
3. Those subjected to acts of workplace violence shall be encouraged to seek assistance that may require in order to pursue a complaint.
4. Workers are to be advised of available recourse if they are subjected to, or become aware of, situations involving workplace violence.
5. Action will be taken against a worker or an individual for making a complaint if the complaint is made maliciously or without reasonable and probable grounds.
6. The MD will treat all complaints of this nature seriously and will ensure that they are resolved quickly and fairly.
7. Confidentiality of personal information of those involved, where appropriate, will be maintained. Disclosing the circumstances related to an incident of violence or the names of the complainant, the person alleged to have committed the violence and any witnesses, except:
  - a. Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action and any corrective action to be taken to address the incident.
  - b. Where necessary to inform workers of a specific or general threat of violence or potential violence, and will disclose only the minimum amount of personal information that is necessary to inform workers of the specific or general threat, or
  - c. As required by law.
8. The violence plan, which includes this policy and accompanying procedures will be reviewed on the earliest of the following:
  - a. When an incident of violence indicates a review is required
  - b. Where there is a change to the work or work site that could affect the potential for violence to occur
  - c. If the health and safety committee or representative requests a review of the plan
  - d. At least every three (3) years.

This policy is not intended to discourage a worker from exercising their rights pursuant to any other law, including the *Alberta Human Rights Act*.



**Rick Lemire**  
Reeve



**Roland Milligan**  
Chief Administrative Office