



GRANDE PRAIRIE REGIONAL **SPORT CONNECTION**

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| Policy Title: Violence and Harassment | Policy Number: 04 |
| Approval Date: December 16, 2025 | Review Due Date: December 2026 |

POLICY STATEMENT

To ensure that employees of the Grande Prairie Regional Sport Connection have a work environment that is free of violence or harassment of any kind, whether it arises from another employee or any other person visiting the workplace or interacting with staff.

The Grande Prairie Regional Sport Connection is committed to eliminating, or if elimination is not reasonably practicable, controlling all identifiable hazards of workplace violence and harassment.

This policy will ensure that:

- Individuals are aware of, and understand that, acts of violence or harassment are considered a serious offence for which necessary action will be imposed.
- Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

DEFINITIONS

Workplace harassment means:

- Any single or repeated incidents of unwelcome conduct comment bullying or action against a worker that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker or adversely affects the worker's health and safety. This excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

Workplace violence means:

- The threatened attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm whether at a work site or work-related and includes domestic or sexual violence.

Sexual harassment means:

- Any conduct, comment, gesture or contact of a sexual nature that a reasonable person would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

Discriminatory harassment means:

- Any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person.

4.1 Grande Prairie Regional Sport Connection will not tolerate any incidents of workplace violence or harassment perpetrated against or by any employee, customer, vendor, contractor, visitor, or any other person. With respect to workplace violence and harassment as defined by this policy, any contravention may result in the following:

- Removal from the property.
- Discipline or dismissal.
- Police involvement.

4.1.1 All physical assaults involving an employee or occurring at Grande Prairie Regional Sport Connection will be reported to the police. Threats of physical violence will be reported to the authorities, as appropriate.

4.2 Domestic Violence

4.2.1 Any employee, or awareness of another employee, experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to their manager/supervisor so that necessary and reasonable precautions may be taken to protect the worker and any other persons at the work site likely to be affected.

4.3 Discriminatory Harassment and Sexual Harassment

Discriminatory Harassment and Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

4.4 Response to a Violent or Harassment Event or complaint

4.4.1 Any employee who observes workplace violence or harassment or is a victim thereof shall immediately go to a safe location and report it to the Executive Director or the Board Chair. If the Executive Director or the Board Chair are not available staff shall contact the police if they feel it is necessary.

4.4.2 All complaints and incidents are to be recorded in writing by the reporting person or employee providing a copy to the Executive Director or Board Chair.

4.4.3 The Executive Director or the Board Chair will promptly carry out an investigation. In circumstances where the complaint involves the Executive Director or Board Chair or if the complexity of the case requires specialized expertise an external impartial investigator may be appointed to conduct the review.

4.4.3.1 **Interim Measures** If necessary to ensure the immediate safety and protection of all parties during the investigation the Board Chair and/or Executive Director may implement interim measures. These measures may include temporary re-assignment of duties changes to work location or placing the accused party on paid administrative leave.

4.4.3.2 All reports will be investigated and information will be kept confidential except where disclosure is necessary to investigate the complaint or incident, take corrective action, inform the parties involved of the results, or is required by law. The results of the investigation will be communicated to the complainant and the accused as soon as possible, but no later than three weeks from the time the complaint was made. If the investigation cannot be completed within three weeks, an update on the status and expected completion date will be provided to all

4.4.4 At the conclusion of the investigation of a complaint or incident the Executive Director or Chair will provide a written report of the findings and provide any recommendations to prevent a recurrence. Following the investigation the appropriate corrective action will be determined by the Board Chair and the Executive Director for the employee(s) involved. There will be no reprisal for any employee making a genuine complaint. However if it is determined that a false accusation has been made in bad faith appropriate measures will be taken.

4.4.5 All employees who are subject to workplace violence or harassment also have the option of pursuing recourse through the Alberta Human Rights Commission, the Criminal Code and/or the Alberta Criminal Injuries Compensation Board.

4.5 Reprisals

If any employee engages in workplace violence or harassment, an investigation will take place immediately. The employee responsible for the violence or harassment may face discipline, which may include immediate termination. The complainants and witnesses to the acts of violence or harassment will be protected from reprisals as long as they have acted in good faith.