



North Vancouver Recreation & Culture Commission

POLICY MANUAL

Policy No. 308

Section:	Human Resources
Title	Violence and Harassment-Free Workplace

REASON FOR POLICY

All workers have the right to work in an environment that is protected from violence and harassment and where all individuals are treated with respect and dignity. The North Vancouver Recreation and Culture Commission (NVRC) is committed to providing a workplace where the potential for violence and harassment from the public or co-workers is reduced or eliminated.

The intent is to provide for a violence and harassment-free workplace and to comply with WorkSafe BC Regulations.

POLICY

1. The NVRC will eliminate or minimize the risk of violence and harassment to staff and volunteers.
2. Managers/Supervisors will be responsible to ensure that violence and/or harassment are not allowed, condoned or ignored and may be held responsible if unacceptable behaviour is not dealt with in an expeditious manner.
3. Staff and visitors to NVRC facilities shall conduct themselves at all times in a fair and responsible manner and shall refrain from comments or behaviours which are disrespectful, offensive, abusive, violent, racist, sexist or amount to harassment.
4. Staff and visitors shall not engage in any improper activity or behaviour at a workplace which interferes with another person's enjoyment of the recreation facilities or which endangers the safety of others.
5. Any form of workplace harassment is considered a serious offence which may result in disciplinary action or cancellation of client privileges.
6. In order to encourage persons who have been harassed to come forward and to protect the rights and reputations of the complainant and the respondent throughout the investigation process, the NVRC will handle all information in a confidential manner, disclose information only to those involved in the investigation or resolution process, and notify the alleged harasser of the complaint and its details. While confidentiality does not mean anonymity, this information will be collected in confidence for the purposes of the Freedom of Information and Protection of Privacy Act.

DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

Workplace – any location, during or after working hours, where Commission business is carried out, work-related functions and any other location where unacceptable behaviour may have an impact on the work relationship, environment or performance.

Violence – the attempted or actual exercise by a person, other than a co-worker, of any physical force so as to cause injury to a worker and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury.

Workplace harassment – any unwelcome or inappropriate conduct including that based on the prohibited grounds of discrimination under the B.C. Human Rights Act that is known or ought reasonably to be known to detrimentally affect the work environment or involves threats or promises of job-related consequences for the victim. In its most extreme forms, harassment can also be an offence under the Criminal Code of Canada.

Improper activity or behaviour – the attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and includes any threatening statement or behaviour which gives the worker reasonable cause to believe he or she is at risk of injury; and horseplay, practical jokes, unnecessary running or jumping or similar conduct.

AUTHORITY TO ACT

Authority to act is delegated to the Director of Recreation & Culture.

Approval Date:	June 12, 2008	Approved by:	Commission
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