



ZERO TOLERANCE POLICY

02-2020

PURPOSE:

To establish the policy governing the Town of Pilot Butte to assist employees in their ability to perform the work required in meeting this purpose by providing a safe and healthy environment in which to work.

POLICY STATEMENT

The Town of Pilot Butte will to the best of their ability remain committed to making sound and fair decisions in all areas. We will treat every inquiry and situation with the highest level of professionalism and fairness. This shall include a policy to assist employees in their ability to perform the work required in meeting this purpose by providing a safe and healthy environment in which to work. The Town of Pilot Butte and their staff have the right to work in an environment without fear of being attacked or abused. Any behaviour verbal or physical which causes staff to feel uncomfortable, embarrassed or threatened, is totally unacceptable.

SCOPE

This policy applies to all Council members, full-time, part-time, seasonal, temporary, hourly and salaried employees, independent contractors, agents, applicants and representatives of the Town of Pilot Butte when conducting business or performing duties or services on behalf of the Town of Pilot Butte.

While attending a Town of Pilot Butte workplace, members of the public, visitors and individuals conducting business with the Town of Pilot Butte, including but not limited to contractors, consultants, vendors or delivery persons, are expected to refrain from any form of harassment.

GENERAL

The Zero Tolerance policy includes aggression or threats made in person, over the telephone or in written communication. The Town considers threatening behaviour to be:

- Attempted or actual, aggressive threatening physical actions made towards any member of staff, council, contractor of the town and other residents in the community.
- The use of aggressive, threatening or abusive language, (including raising of the voice, swearing and cursing, shouting) which threatens or intimidates staff, council and contractor of the town and other residents.

TEMPORARY OR INTERIM MEASURES


In the event of an allegation of harassment, the Municipality has full discretion to take whatever temporary interim measures it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said harassment including, but not limited to, removing an individual from the workplace. However, any instance or threat of physical abuse will be reported to the RCMP immediately. Instances of abusive/threatening behaviour will be reported to the Town Administrator and recorded into an incident log book.

REVISIONS

The Town of Pilot Butte shall ensure that this policy is reviewed and, where necessary, revised at least annually. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.

This policy was adopted on the 22nd day of June, 2020.


MAYOR


ADMINISTRATOR

Resolution No.: 2020-157

Bylaw No. Reference: None

Legislative Reference: None

Areas of Responsibility: General Government