



Manual Part: Conduct (CO)	Policy Number: CO1PO	Alberta Policing Standards:
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Workplace Violence and Safety Policy

Purpose:

To ensure that EPS employees are able to recognize, assess, address, and where possible eliminate or minimize workplace violence. This policy applies to all EPS employees, contractors, and volunteers. This policy applies to violence in the workplace or at any location or event related to work, including work-related use of social networking sites.

Statement of Principle:

The EPS is committed to a safe work environment by eliminating workplace violence, or if that is not possible minimizing the potential of workplace violence through appropriate hazard control measures. The EPS also recognizes that sworn members, in carrying out their duties, may encounter violence at any time and place, and the training and authority sworn members have and equipment issued by the EPS contribute to minimize the risk of violence against them.

This policy is not intended to discourage employees from exercising their rights pursuant to applicable legislation, and all incidents of workplace violence will be investigation in accordance with EPS Policy and Procedure.

Policy Statement:

- A. Violence in the workplace creates an intimidating and offensive climate, can be a form of discrimination, affects individuals' dignity, self-esteem, and an individual's psychological health and will not be tolerated by the EPS.
- B. Employees, contractors, and volunteers must not engage in workplace violence unless authorized by EPS Policy and Procedure.
- C. Any employee, contractor, or volunteer who is aware of an individual being subjected to workplace violence must advise their supervisor in accordance with EPS Occupational Health and Safety reporting requirements.
- D. Complaints of workplace violence will be investigated where required as described in the **CO1-1PR Workplace Violence and Safety Procedure**.



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- E.** Retaliation is strictly prohibited against a person who reports that they themselves or another person are being subjected to workplace violence, or cooperates or assists with an investigation under this policy.
- F.** Any employee, contractor, or volunteer who engages in workplace violence, retaliation, or knowingly and willfully makes a false allegation of workplace violence is subject to:
 - 1. disciplinary action if an employee,
 - 2. termination of services if a volunteer, or
 - 3. termination of contract if a contractor.

Confidentiality on the Part of the EPS:

EPS will only disclose the minimum information necessary regarding the persons involved in processes under the Workplace Violence and Safety Policy and Procedure. The disclosure will only occur when reasonable in accordance with applicable *Access to Information Act (ATIA)* and Occupational Health and Safety legislation requirements, and where necessary for investigative purposes, to take corrective action, or inform the involved parties of the investigation results. When disclosing this information only the minimal amount of personal information relating to the parties involved in the workplace violence will be disclosed to ensure the safety of others present at the workplace.

Confidentiality on the Part of the Involved Parties:

All involved parties must maintain confidentiality, subject to necessary disclosure:

- 1. under other EPS policy or procedure,
- 2. as required by law, or
- 3. as required to participate in other administrative proceedings.

Policy and Procedure Review:

The Workplace Violence and Safety Policy and Procedure will be reviewed and revised as necessary when:

- 1. an incident of workplace violence occurs, and it is determined that gaps are present in the policy or procedure,
- 2. a Joint Work Site Health and Safety Committee (JWSHSC) or a Health and Safety Representative (HSR) recommends a review of the policy and procedure, or



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3. every 3 years.

The review of the Workplace Violence and Safety Policy and Procedure will, as required, include the JWSHSC's, HSR's.