

WORKPLACE HARASSMENT AND VIOLENCE POLICY

This document is the parent policy for any college or divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Human Resources
Approval Date:	July 31, 2019
Effective Date:	July 31, 2019
Policy Owner:	Vice President, People
Policy Administrator:	Senior Manager, Talent

Objective:

NorQuest College (college) is committed to providing a work environment in which all employees are treated with respect and dignity. Harassment and violence will not be tolerated from any person at or outside of the work site including staff, faculty, management, executive, contractors, or any other members of the public.

NorQuest College is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

The college is committed to high standards of conduct. This policy establishes expectations and conditions for appropriate conduct of our day-to-day work activities and relationships.

The objective is to prevent workplace harassment and violence by ensuring appropriate review and/or investigation of disclosures or formal complaints that are provided to the People portfolio.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policies No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy:

All employees will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by employees and that they have the information they need to protect themselves. All employees are required to raise any concerns about harassment and violence and to report any incidents to their respective Human Resources Consultant.

In support of this policy, the college has put in place procedures that include measures to protect employees from the hazard of harassment and violence and a process for employees to report incidents, or raise concerns. Investigations will be conducted in accordance with the Code of Conduct and Respectful Workplace and Learning Environment Complaints and Investigation Procedure.

The People portfolio will review and investigate as appropriate and take appropriate corrective actions where required to address all incidents and complaints of workplace harassment or violence in a fair, respectful and timely manner.

Employees will not be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment and violence. This harassment and violence prevention policy does not discourage an employee

Definitions:

from exercising their right under any other law, including the [Alberta Human Rights Act](#).

Consequences of Breach: a breach of this policy could result in disciplinary action up to and including termination of an employee's employment, or of the relationship of a board member with NorQuest.

Noncompliance: as per the Code of Conduct Policy, employees are expected to demonstrate a high standard of personal conduct at the college. This includes upholding the law and following college policy and procedure. Consequences of noncompliance will be in accordance with college policy and procedure, and/or as required by legislation.

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements, and includes Senior Officials and DSO's.

Harassment: any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person 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, and includes:

- conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of employees or a work site.

Workplace Harassment: is defined as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person 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, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Supervisor: means an employee whose job function requires him/her to organize, direct and control the work of others. Supervisors can include team leads, chairs, associate chairs, managers, deans, directors, executive directors, vice-presidents, or the President and CEO.

Violence: violence, whether at a work site or work related, is defined by the OHS Act as the 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.

Workplace Violence: violence in the workplace could put worker at risk of physical or psychological harm. Workplace violence can include:

- physical attack or aggression (e.g. hitting, shoving, pushing or kicking a

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

worker; throwing an object at a worker; kicking an object the worker is standing on, such as a ladder);

- threatening behavior (e.g. shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects);
- verbal or written threats (e.g. verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker);
- domestic violence; and
- sexual violence.

- [Code of Conduct Acknowledgement Procedure](#)
- [Code of Conduct & Respectful Workplace & Learning Environment Complaints & Investigation Procedure](#)
- [Respectful Workplace and Learning Environment Policy](#)
- [Safe Disclosure Policy](#)
- [Safe Disclosure Procedure](#)
- [Sexual Violence Policy](#)
- [Sexual Violence Procedure - Employees](#)

- [Alberta Human Rights Act](#)
- [Occupational Health and Safety Act](#)
- [Occupational Health and Safety Code](#)
- [Occupational Health and Safety Regulation](#)

July 2023

July 2019: new