

	Title	Workplace Violence & Harassment Prev.	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	2.2	Revised	05 Jan 2026

1. Policy Statement

Everyone has the right to a workplace free from violence and harassment.

Artistic Stairs has a zero-tolerance policy for any form of violence, harassment, or bullying. We are committed to preventing these hazards and will treat all claims seriously, investigate them promptly, and take corrective action to protect our workers.

2. Purpose & Scope

- **Purpose:** To define workplace violence and harassment and establish a clear procedure for prevention, reporting, and investigation in compliance with Part 27 of the Alberta Occupational Health and Safety Code.
 - **Scope:** Applies to all employees, contractors, clients, and visitors. This policy covers incidents that occur at the workplace or during work-related activities (e.g., business travel, work parties).
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3. Roles & Responsibilities

Management:

- Develop and implement this prevention plan.
- Ensure all reports are investigated immediately, objectively, and confidentially.
- Provide support to workers affected by an incident (e.g., medical attention, counselling).

Supervisors:

- Monitor the workplace for signs of harassment or potential violence.
- Intervene immediately if inappropriate behaviour is observed.
- Treat all complaints seriously and report them to Management.

Workers:

- Treat all co-workers, clients, and the public with respect.
 - Refrain from any behaviour that constitutes violence or harassment.
 - Report any incidents (witnessed or experienced) immediately.
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4. Procedures & Standards

Definitions:

- **Workplace Violence:** The threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury (e.g., hitting, kicking, threatening with a weapon). This includes domestic violence that may spill over into the workplace.
- **Workplace Harassment:** A single or repeated incident of objectionable or unwelcome conduct, comment, bullying, or action that causes offence or humiliation (e.g., sexual harassment, racial slurs, intimidation).
- **Not Harassment:** Reasonable management action (e.g., performance reviews, shift changes, discipline) is not considered harassment.

Prevention Procedures:

- **Risk Assessment:** Our company will assess the worksite for violence risks (e.g., working alone, handling cash, dealing with the public) and implement controls (e.g., lighting, check-in systems).
- **Training:** All workers will receive training on how to recognize and report violence and harassment during orientation.
- **Domestic Violence Precautions:** If Management becomes aware that a worker is, or is likely to be, exposed to domestic violence at the worksite, the company will take reasonable precautions to protect the worker and any other persons at the worksite likely to be affected.
- **Informing Workers of Threats:** Management will promptly inform workers about the nature and extent of specific or general threats of violence (e.g., a known aggressive client or an individual posing a risk to the site). This information will be communicated safely and will only provide the details necessary to protect workers.

Reporting Procedure:

- **Immediate Danger:** If there is an immediate threat to safety, call 911 and evacuate to a safe location.
- **Report:** Report the incident to a Supervisor or Manager immediately. If the Supervisor is the aggressor, report directly to the next level of Senior Management or HR.
- **Documentation:** The report must be in writing (using the Incident Report Form or Harassment Complaint Form), detailing dates, times, witnesses, and specific actions.

Investigation Process:

1. Management will appoint a neutral investigator (internal or external).

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2. Both the complainant and the respondent (accused) will be interviewed separately.
3. The investigation will be documented. Confidentiality will be strictly maintained, except when disclosure is necessary to investigate the incident, take corrective action, inform the parties involved of the results, warn workers of a specific threat, or as required by law.
4. The results of the investigation and any corrective actions will be communicated to the relevant parties.

Corrective Action:

- If a claim is substantiated, management will take appropriate disciplinary action, up to and including termination of employment for the offender.
- No worker will be penalized or disciplined for making a complaint in good faith.

Policy Review Frequency:

To comply with OHS Code Part 27, this policy and the prevention plans must be reviewed:

- At least every 3 years.
- When an incident of violence or harassment indicates that a review is necessary.
- If the Health & Safety Committee (HSC) recommends a review.
- If there is a change in work procedures or site conditions that could increase the risk.

5. References & Legislation

- **Alberta OHS Act:** Part 1 (Obligations of Work Site Parties)
- **Alberta OHS Code:** Part 27 (Violence and Harassment)
- **Related Forms:**
 - o Harassment Complaint Form
 - o Incident Report Form