



Turner Valley Golf Club

Workplace Anti-Violence and Harassment Policy

Intent

Turner Valley Golf Club is committed to building and preserving a safe, productive and healthy working environment for its employees based on mutual respect. In pursuit of this goal, we do not condone nor tolerate acts of violence and/or harassment against or by any of our employees or managers. Turner Valley Golf Club believes that every employee is entitled to work free of harassment.

Our Workplace Anti-Violence and Harassment Policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds offensive, others may not. Usually, harassment can be distinguished from normal, mutually acceptable socializing. It is important to remember it is the perception of the receiver of the potentially offensive message be it spoken, a gesture, a picture or some other form of communication which may be deemed objectionable or unwelcome that determines whether something is acceptable or not.

Definition

Workplace Violence

Means but is not limited to: The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. An attempt to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker. A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker. Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault). Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property. Disruptive behaviour that is not appropriate to the work environment (e.g., yelling, swearing).

Personal Harassment

Any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (e.g. touching, pushing), comments (e.g. jokes, name-calling), or displays (e.g. posters, cartoons). The

Alberta Human Rights, Citizenship and Multiculturalism Act prohibits harassment related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation (Government of Canada, 2010). Harassment can also occur when an individual is in a vulnerable position because he or she is in the minority - the only woman, member of a visible minority, aboriginal person or person with a disability - and is, for example, ostracized by colleagues (Government of Canada, 2010).

Disrespectful Behaviour

Disrespectful Behaviour involves unwelcome behaviour that demeans or embarrasses an employee (Government of Canada, 2010).

Sexual Harassment

Sexual Harassment includes offensive or humiliating behaviour that is related to a person's sex, as well as behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment, or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities. Sexual harassment is frequently more about power than about sex. It occurs in situations where there is unequal power between the parties involved, and is an attempt by one person to assert power over the other.

Abuse of Authority

Abuse of Authority occurs when a person uses authority unreasonably to interfere with an employee or the employee's job. It includes humiliation, intimidation, threats, and coercion. It does not include normal managerial activities, such as counselling, performance appraisals, and discipline, as long as these are not done in a discriminatory manner (Government of Canada, 2010).

Policy

Turner Valley Golf Club is committed to providing a safe and healthy work environment free from violence, threats of violence, discrimination, harassment, intimidation and any other misconduct. Similarly, weapons are strictly prohibited from the TVGC's premises and violators will be subject to discipline action and the incident will be reported to the police. This policy prohibits physical or verbal threats, with or without the use of weapons, discrimination, intimidation, or violence in the workplace.

It is a violation of Turner Valley Golf Club's Workplace Anti-Violence and Harassment Policy for anyone to knowingly make a false complaint, or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and / or corrective action, up to and including termination of employment.

This Policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

Turner Valley Golf Club will ensure that all employees are trained and educated on violence and harassment and that they are clear about the roles and responsibilities as well as this policy and its procedures. In addition a copy of this policy will be made available to all employees.

Application of This Policy

Turner Valley Golf Club will ensure as much as is possible that no employees are subjected to harassment or violence during their course of work with Turner Valley Golf Club. We will not tolerate any form of harassment or discrimination against any individual, including job candidates, employees, managers, or members and the general public, on any grounds. This commitment applies to such areas as training, performance, assessment, promotions, layoffs, remuneration, and all other employment practices and working conditions.

Every Turner Valley Golf Club employee shall be held personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination and/or harassing behaviour. As such, employees must report every incident of harassment immediately -- whether it was observed, happened to them personally, or if the problem was reported to them.

For the purposes of this policy, violence and harassment can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person harassed or who has suffered an act of violence is there as a result of work-related responsibilities or a work-related relationship

Reporting Procedures

Turner Valley Golf Club Immediate Assistance Procedures:

In the event that a violent or threatening situation is imminent or occurring, the following measures and procedures have been established:

- Go directly to the Supervisor and/or the Manager aware of the situation immediately.
- Go directly to the Human Resource Manager, if available.
- Go directly to the General Manager.

- Calling 911 for Police assistance if the event is life threatening to an individual or group of people.

Informal Reporting Procedure

If you believe you have been harassed you may:

- Confront the harasser personally, or in writing, clearly stating the unwelcome behaviour/action and requesting that it stop immediately; or
- Discuss the situation with the harasser's supervisor, your supervisor or any other supervisor.

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the occurrence to their supervisor or a manager.

Formal Reporting Procedure

If you believe you have been harassed you may make a written complaint to the management team. The written complaint must be delivered to (TVGC Representative/Job Title) and include the following information:

- The date and time of each incident you wish to report.
- The name of the person(s) involved in the incident(s).
- The name of any person or persons who witnessed the incident(s).
- A full description of what occurred.

Investigating Reports of Violence or Harassment

Once a written complaint has been received, Turner Valley Golf Club will complete a thorough investigation. Harassment should not be ignored as silence can, and often is, interpreted as acceptance. Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

For the purposes of this section the following definitions apply:

Complainant – The person who has made a complaint about another individual who they believe committed an act of violence against them.

Respondent – The person whom another individual has accused of committing an act of violence.

The investigation will include:

- Informing the accused of the complaint.
- Interviewing the complainant, any person(s) involved in the incident and any identified witnesses.
- Interviewing any other person(s) who may have knowledge of the incident(s) complaint.

- Statements from all parties involved will be taken and a decision will be made.
- If necessary, Turner Valley Golf Club may employ outside assistance or request the use of our legal counsel.
- Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.

A copy of the complaint, detailing the complainant's allegations, shall be provided to the respondent(s) and contain the following information:

- The respondent is invited to reply in writing to the complainant's allegations.
- The reply will be made known to the complainant before the case proceeds.
- Turner Valley Golf Club will take all measures to prevent any unnecessary disclosure of the incident and the identities of the parties.

If the complainant decides not to lay a formal complaint, Senior Management may decide that a formal complaint is required, which will be based on the investigation of the incident, and will file such document(s) with the person(s) against whom the complaint is laid.

If it is determined by the TVGC that any employee has been involved in the violence and/or harassment of another employee, immediate disciplinary action will be taken, up to and including termination of employment.

Seeking Immediate Assistance

Canada's Criminal Code deals with matters such as violent acts threats and behaviours such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence. If an employee feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor or client/ customer then an immediate call to "911" is required.

The Right to Refuse Unsafe Work and the Right to Assistance

- This is a legal right of every worker. Turner Valley Golf Club is committed to ensuring a safe workplace.
- If you wish to pursue this right, please refer to the Work Refusal Policy in this Manual.

Special Circumstances

Should an employee have a court order, also known as a restraining order or "no-contact" order, against an individual, the employee is encouraged to notify his/her supervisor, manager or Human

Resources of the situation and provide a copy of the order. This will be required particularly in situations where the employee strongly feels that the aggressor may attempt to violate the order and contact the employee at Turner Valley Golf Club. Any

information received and disclosed will be held by Turner Valley Golf Club with the utmost confidentiality.

If Turner Valley Golf Club is aware that domestic violence is likely to expose an employee or the workplace to harassment, violence, injury or risk, management will take every reasonable precaution to protect the individual and the workplace.

If any visitor to Turner Valley Golf Club is seen with a weapon, or is known to possess one, makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police.

Fraudulent or Malicious Complaints

This Anti-Violence and Harassment Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded/frivolous allegations may cause both the accused person and the TVGC significant damage. If it is determined by the TVGC that any employee has knowingly made false statements regarding an allegation related to violence, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

Disciplinary Measures

If it is determined by the TVGC that any employee has been involved in a violent behaviour or unacceptable conduct related to another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning and could result in immediate dismissal without further notice. Disciplinary action shall be determined by the TVGC and will be proportionate to the seriousness of the situation.

Confidentiality

Turner Valley Golf Club will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. Turner Valley Golf Club will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Turner Valley Golf Club shall provide appropriate assistance to any employee who is victim of discrimination or violence and/or harassment.