



## **POLICY - POLICY AGAINST WORKPLACE VIOLENCE & HARASSMENT**

Effective Date: 2019 Revision

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### **Introduction**

The Calgary South West United Soccer Club (CSWU) is committed to taking all reasonable steps to ensure the health, safety and dignity of all workers in its workplace.

Workers have the right to work in a safe and respectful environment, free of physical violence and emotional harassment.

Any threats or acts of violence or harassment by or against workers or the public are unacceptable and will not be tolerated.

The CSWU is committed to meeting all of the legal requirements, duties and standards set by the Occupational Health and Safety Act (“OHS”) and its applicable regulations related to workplace violence and harassment.

All workers are responsible for preventing and reporting any workplace violence or harassment that threatens a safe work environment.

### **Scope of Policy**

This Policy recognizes that workplace harassment and violence may occur between co-workers, workers and clients/customers, and workers and strangers.

This Policy applies to all workplace activities that occur both at and away from the workplace. Every individual at the CSWU has responsibilities to ensure a healthy, safe and respectful work environment.

### **Purpose of Policy**

The purpose of this Policy is to ensure that:

Individuals understand that acts of violence or harassment are considered a serious matter for which immediate action will be taken;

Individuals subjected to threats or acts of violence or harassment are encouraged to report all such incidents immediately to the Club President.

Individuals have available recourse if they are subjected to, or become aware of situations involving workplace violence or harassment;

An assessment will be conducted to assess the risk and/or potential risk of violence in the workplace; Written measures and procedures will be established to eliminate and/or reduce the risk of workplace violence and harassment.

## Policy

Workplace violence or workplace harassment, or threats of violence or harassment, will not be tolerated.

Under this Policy the following terms shall have the following definitions:

**Harassment:** Any comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Harassment means inappropriately exerting power over another person. Harassment occurs along a continuum that ranges from mild conduct such as gestures or commands to conduct which may be physical, forceful, and violent. In certain forms, harassment may be a criminal offense.

**Threat:** The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety.

**Worker (or Employee)** shall mean a person who:

- a) Performs work and/or services for an employer for wages; and
- b) Works for regular pay, with income taxes, unemployment insurance premiums and government pension plan contributions withheld by the employer; and
- c) May have a job description; participate in the employer's benefits and private pension program; or a written employment agreement with the employer; and
- d) Provides tasks which are integral to the day-to-day business of the employer; and
- e) Is issued a T4 slip from the employer.

**Workplace:** A location owned, rented, permitted or contracted by the CSWU, where a CSWU worker has to carry out their duties - e.g. office, soccer field, gym, camp etc.

**Workplace Violence:** The use, or attempted use, of physical force against a worker that could cause physical injury. Workplace violence also includes a statement or behavior that a worker could reasonably interpret as a threat to use physical force against him/her that could cause physical injury.

**Workplace Harassment:** A course of vexatious comments or conduct against a worker that is known or ought reasonably to be known to be unwelcome.

## Application

This Policy applies wherever CSWU business is conducted (whether or not on CSWU property) and at all CSWU events.

**Prohibited Behavior:**

The following behavior is prohibited under this Policy and will lead to discipline up to and including discharge from employment.

- workplace violence or harassment;
- threats or intimidation;
- possession of weapons of any kind on CSWU property (including parking lots and other exterior premises), while engaged in activities for the CSWU in other locations, or at CSWU sponsored events.
- assault;
- physical restraint or confinement;
- dangerous or threatening horseplay;
- blatant or intentional disregard for the safety or well-being of others;
- failure to report an incident of workplace violence or harassment of which a worker is aware; and,
- any other act which is considered to be a violation of this Policy, whether or not specifically set out above.

**Risk Assessments**

The CSWU will undertake at least one annual risk assessment of the workplace and the results will be reported to the workers and made available to them upon request. If risks are found during the assessment, the CSWU will determine and implement a solution.

**Disclosure of Risk of Violent Behavior**

The CSWU will provide information to the worker if the worker is expected to encounter an individual with a history of violent behavior of which the CSWU is aware and that individual poses a risk of workplace violence that is likely to result in physical injury. However, the CSWU will only disclose the information reasonably necessary to protect a worker from violence.

**Disciplinary Action**

Any worker who is found to have engaged in Prohibited Behavior will be subject to disciplinary action, up to and including discharge from employment.

**Reprisals Prohibited**

This Policy prohibits any form of reprisal against a worker, who, in good faith, reported a workplace violence or harassment incident.

Direct and indirect retaliation for exercising rights or responsibilities under this Policy will not be permitted.

Reprisals include but are not limited to any of the following toward a worker: hostility, exclusion/ostracism, negative remarks, demeaning duties, discriminatory behavior, harassment, demotion, suspension or dismissal.

**Training and Education**

The CSWU will provide training and education with respect to the contents of this Policy and the CSWU's program with respect to workplace violence and harassment.

**Appeals**

If you want to appeal a decision please contact the CSWU president at [president@cswusoccer.com](mailto:president@cswusoccer.com)