



# Saskatchewan Library Association Violence Policy and Prevention Plan

## 1. APPLICATION

The SLA's violence policy applies to all persons involved in the operation of the SLA and prohibits violence by or against any employee, volunteer, board member or member of the SLA, as well as by any person doing business with or for the SLA.

## 2. DEFINITIONS

**“Violence”** is defined in section 3-26(1) of *The Occupational Health and Safety Regulations, 2020*, as:

Violence means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

**“The Complainant”** is the person who makes the complaint.

**“The Respondent”** is the person who has allegedly committed violence.

**“Worksite”** means a location where a worker is or is likely to carry out their responsibilities of employment. This includes work-related settings such as work-related conferences, travel, employer sponsored social events, and any vehicle or mobile equipment used by a worker in the course of their employment.

## 3. VIOLENCE RISK ASSESSMENT AND REDUCTION

The SLA has conducted a risk assessment in preparation of this policy and has determined that there are few areas that elevate the risk of violence for those who are conducting the operations of the SLA.

However, if anyone who is conducting the operations of the SLA is subjected to or faces any violence, the SLA will take prompt action to assess or investigate the complaint and to ensure that the violence does not continue. In addition, in the event that anyone who is acting on behalf of the SLA is responsible for violence, the SLA shall take action to appropriately respond to that violence and ensure that it is not repeated.

## 4. REPORTING WORKPLACE VIOLENCE

The SLA encourages all employees, volunteers, board members and members to report any

incidents of workplace violence **immediately** so that complaints can be quickly investigated.

If an individual believes they have been exposed to violence at an SLA worksite, they should tell the Executive Director or report it to any member of the Board of Directors as soon as possible. The complainant may be asked to provide a written complaint, which should be specific and include, but not be limited to, the names of the individuals involved, the names of any witnesses, the date, time and location of the incident.

The SLA will not retaliate against employees for filing a complaint and will not permit retaliation by employees, board members or members.

Furthermore, no action will be taken against an employee who has made complaint in good faith which is found to be unsubstantiated. However, a complainant may be subject to disciplinary action where it is proven that the complaint is fraudulent or malicious.

## **5. INVESTIGATION**

Following a report of violence, the SLA will ensure that the report is assessed and/or investigated by someone who does not have a stake in the outcome.

The SLA will document incidents of alleged violence, the investigation and its outcome, which may include documenting who is involved, potential witnesses, and any other related documents.

In the event of an allegation of violence, the SLA has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said violence.

## **6. CONFIDENTIALITY**

The SLA will not disclose the name of a complainant or the respondent or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint, or as required by law.

In order to protect the safety of the complainant and other staff, the SLA may place an employee on administrative leave if it is deemed necessary to protect employee safety.

## **7. INVESTIGATION OUTCOMES & REMEDIES**

Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause. If it is determined that workplace violence has occurred, appropriate and effective remedial action will be taken. Appropriate action may also be taken to deter any future incidents.

The SLA will advise the Respondent of the full results of the investigation. The SLA will advise the Complainant about the outcome of the investigation and any information that the board of directors determines is appropriate to share.

## **8. MEDICAL ASSISTANCE**

In the event that an employee, as a result of a work-related violence, experiences injury or adverse symptoms, the employee is encouraged to consult a physician for treatment or referral for post incident counselling. If an employee consults their physician for treatment or receives counselling that is related to the workplace violence, the SLA shall credit the worker's attendance as time at work and ensure that the worker loses no pay or other benefits as a result of the workplace violence.

## **9. TRAINING**

The SLA is committed to providing a training program for employees that includes:

- the means to recognize potentially violent situations;
- procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers;
- the appropriate responses of workers to incidents of violence, including how to obtain assistance; and
- procedures for reporting violent incidents.

Considering that the risk assessment for the SLA has assessed that there is not a high level of risk of violence for anyone involved in the operations or activities of the SLA, there is currently no training program, but everyone shall have access to the policy and shall understand the requirements of the SLA and their ability to report any violence and have it promptly assessed and/or investigated. In addition, anyone with questions about this policy may seek answers from the SLA employees at any time.

The SLA agrees that if its assessment of the risk assessment changes at any point, it will assess its training options regarding the new risk assessment.

## **10. ACCESS TO POLICY & POLICY REVIEW**

Copies of the policy statement and prevention plan will be made readily available to employees, Board members, volunteers and members.

Every employee and Board member shall be provided with a copy of this Policy when they begin or when the Policy is implemented and shall sign the Acknowledgment and Consent Form, found in the SLA Handbook Section 11 Appendix 3, annually. Volunteers and members shall be provided with access to this policy and shall confirm that they understand the policy.

This policy shall be reviewed, and revised if necessary, every three years or whenever there is a change in circumstances that may affect worker health and safety.

Date of Policy: August 15, 2024