

Policy Title: **Workplace Violence and Harassment Policy**

Policy Number: 2012-29

Policy Approval Date: September 10, 2012

Policy Review Date: November 7, 2016

1. **POLICY STATEMENT**

It is the policy of the Bonfield Public Library to maintain a working environment free from all forms of harassment. Any form of harassment committed by or against any Bonfield Public Library employee, volunteer or library patron will not be tolerated. Those violating this practice shall be subject to disciplinary action up to and including termination of employment and/or loss of library privileges.

2. **PROCEDURE IN EVENT OF HARASSMENT**

If an employee/volunteer feels he/she has been subjected to any form of harassment, the employee/volunteer should firmly and clearly tell that person engaging in the harassing conduct that it is unwelcome, offensive and should stop at once. The employee/volunteer wishing to make a formal complaint may do so by submitting a detailed written complaint of the event including dates, times, locations, witnesses and any relevant documentation to the Chief Executive Officer of the Bonfield Public Library. In the event that the Chief Executive Officer is involved in the harassment the report should be made to the Chair of the Bonfield Public Library Board or the Vice Chair. That person will take the necessary steps to initiate an investigation of the harassment claim.

3. **VIOLENCE**

Library employee/volunteer faced with an urgent situation involving violent behaviour or threats of violence, where there is reasonable belief that the safety individuals may be threatened, should contact the police immediately by calling 911, pressing the panic button and/or taking any other appropriate action. At no time should an employee/volunteer physically attempt to deal with a potentially harmful situation.

4. **FINDINGS AND RECOMMENDATIONS**

When the investigation is complete the investigator will submit a written document to all affected parties summarizing the findings and conclusions and will recommend corrective action if appropriate.