

## GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

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### **OCCUPATIONAL HEALTH & SAFETY POLICY** *Harassment and Violence in the Workplace*

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The GMUFA values the safety and wellness of the staff and will adhere to legislation regarding occupational health and safety. The GMUFA supports a respectful environment, free from violence, discrimination and harassment and will not tolerate these behaviors towards the staff.

1. The Board of Directors of the Grant MacEwan University Faculty Association will ensure the Health and Safety Policy is enforced and will ensure any hazards to the health and safety of the staff are resolved within reason.
2. The GMUFA will investigate any incident(s) of violence or harassment and take corrective action to address any such incident(s).
3. Harassment is defined as in the Alberta Occupational Health and Safety Act 1(q) *“harassment” means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes:*
  - (i) *conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and*
  - (ii) *a sexual solicitation or advance,*

*but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site;*
4. A staff member may make a complaint to the executive director or a GMUFA board member.
5. Investigations will be conducted by either; the executive director and the president; or the president and a board member; or the executive director and a board member or an external third party as chosen by the GMUFA board, excluding any individual that is a complainant or respondent to the incident being investigated.

6. Investigations will not disclose the circumstances related to the incident or the name(s) of the complainant, the respondent(s) or witnesses except where necessary to investigate, take corrective action, or to inform of the results of an investigation and the corrective actions or when necessary to inform the staff of threats, general or potential or as required by law or an adjudicator.
7. Minimal personal information will be shared when disclosure is necessary, as per Article 6 of this policy.
8. Staff may pursue other processes to address an incident of violence or harassment and the GMUFA will also initiate its internal processes working with law enforcement or a regulatory body as necessary and may incorporate any information, results or actions derived from the third-party involvement in the GMUFA investigation or corrective action.
9. A GMUFA board member receiving a complaint will bring it to the attention of the president and executive director, who will initiate the process to begin an investigation unless named as the respondent(s).
10. A staff member who has experienced violence is encouraged to seek medical attention, access services of the benefit plan and disclose the incident to the executive director and/or the president.
11. A staff member working alone during office hours may choose to have the door locked and if after office hours will close the door and ensure it is locked.
12. The GMUFA staff have a designated floor warden trained in first aid.
13. Staff are encouraged to report any concerns to the executive director and president.
14. This policy will be reviewed by the Board of Directors of the Association every two (2) years or as necessary.

**Effective: October 2018**