

**Title: Workplace Harassment and Violence Prevention**

**Resolution: 2025-0225 (Sept 22/25)**

**Revised:**

**Special Notes/Cross Reference:**

**Next Review Date:**

### **1. POLICY STATEMENT:**

Administration for the Town of Westlock is committed to providing a respectful, safe, and inclusive workplace for all employees, contractors, volunteers, and members of the public. In turn, each is expected to support this commitment by demonstrating appropriate, respectful, and responsible behaviour. Any form of discrimination, harassment, violence, bullying, or disrespectful behaviour is unacceptable and will be addressed through this policy.

### **2. GUIDING PRINCIPLES:**

Administration will strive to:

1. Prevent workplace harassment and violence through education, awareness, and proactive formal hazard identification, risk assessment and control processes for every job/position.
2. Investigate all reported incidents promptly, confidentially, and ensure that appropriate corrective and disciplinary action is taken where complaints are substantiated.
3. Support individuals impacted by workplace harassment or violence, encouraging them to access available resources and assistance.
4. Maintain compliance with relevant legislation and employee rights.
5. Review this policy and associated procedures as required by legislation and revising as necessary.

### **3. PURPOSE:**

The purpose of this policy is to:

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*JK*

1. Promote a workplace environment of respect, dignity, and safety by raising awareness of the issues surrounding harassment, discrimination, violence, bullying, and disrespectful behaviour.
2. Ensure individuals who experience, or witness harassment or violence, are aware of the resources and assistance available to them and are provided support in making or pursuing a complaint if requested.
3. Establish a clear process for responding to incidents promptly and appropriately, including the application of corrective and disciplinary actions where necessary.
4. Affirm Administration's commitment to protecting the rights of all individuals and maintaining compliance with applicable legislation.
5. Evaluate and continuously improve the effectiveness of Administration's actions in prevention and responding to workplace harassment and violence.

**4. DEFINITIONS:**

1. **"Administration"** is the administrative or operational arm of the municipality, comprised of various departments and business units and including all employees who operate under the leadership and supervision of the CAO.
2. **"Chief Administrative Office (CAO)"** is the person appointed to the position of Chief Administrative Officer (CAO) or designate of the Town of Westlock, within the meaning of the *Municipal Government Act*.
3. **"Complainant"** is the person who initiates the complaint against another person.
4. **"Director"** is an employee who occupies the position responsible for the management of a department within the Town's Administration as outlined in the Town Organizational Chart.
5. **"Domestic Violence"** means a pattern of behaviour used by one person to gain power and control over another with whom the person has (or has had) a personal relationship (including dating, marriage, adult interdependent relationships, custody, blood relationships and adoption). It can include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking or using electronic devices to harass and control.

6. **“Harassment”** is 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
- 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
  - a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of management of workers or a work site as defined in the *Occupational Health & Safety Act*.

Examples of workplace harassment:

- any unwelcome conduct that humiliates, offends, embarrasses, coerces, or intimidates someone at work
- verbal abuse, physical gestures, exclusion or isolation, or inappropriate jokes
- deliberate misgendering – referring to a person using terms or pronouns that do not align with the person’s affirmed gender, and
- unwanted sexual advances arising out of a relationship that is not based on mutual consent.

7. **“Respect”** means to demonstrate regard for the rights of others.

8. **“Respondent”** is the person who is alleged to have committed an offence.

9. **“Violence”**, whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence as defined in the *Occupational Health & Safety Act* (OHS).

Examples of workplace violence:

- Physical attack or aggression (hitting, shoving, pushing, kicking, throwing an object at a worker, kicking an object that a worker is standing on, such as a ladder)
- Threatening behaviour (shaking a fist or trying to hit another worker, wielding a weapon, using a vehicle to chase or run someone down, destroying property or throwing objects), and
- Verbal or written threats (sending threatening emails).

10. **“Town”** is the Town of Westlock.

**5. ROLES AND RESPONSIBILITIES:**

1. Administration has the overarching responsibility to eliminate/control the hazards of violence. It is the mutual responsibility of both Town employees and Administration to prevent harassment and ensure a safe workplace.
2. The potential for workplace harassment and/or violence must be assessed during hazard identification processes and reevaluated whenever operations, equipment, or the work environment changes. The level of risk will vary across workplaces depending on the nature of the work being performed.
3. Specific responsibilities have been provided below:

<b>Employees</b>	<ul style="list-style-type: none"> <li>• Comply with this policy and associated procedures and not cause or participate in any behaviour or action that constitutes workplace harassment and/or violence</li> <li>• Speak to the person involved and report concerns in accordance with steps 3A to 3C, attend training, cooperate with investigations, and maintain confidentiality</li> </ul>
<b>Management and Supervisors</b>	<ul style="list-style-type: none"> <li>• Ensure employees are aware of and held accountable for complying to this policy and associated procedures</li> <li>• Ensure employees are aware of and provided the opportunity to attend relevant training</li> <li>• Through the hazard assessment process, identify potential risks and implement controls to eliminate or reduce risk</li> <li>• Foster a respectful work environment free from workplace violence and/or harassment where individuals are supported and encouraged to bring forward complaints</li> <li>• Participate in the resolution of issues in an unbiased manner</li> </ul>
<b>Joint Health and Safety Committee Members</b>	<ul style="list-style-type: none"> <li>• Provide opportunities for employees to attend training and maintain records of training</li> <li>• Update training requirements when hazards, processes, or legislation changes</li> <li>• Report to the Government of Alberta any OHS incidents that meet the reporting requirements as defined in legislation</li> <li>• Review this policy every three (3) years or as needed</li> </ul>

<b>Contractors</b>	<ul style="list-style-type: none"> <li>• Must not engage in any behaviours or actions that constitute workplace harassment and/or violence</li> <li>• Report potential workplace harassment and/or violence hazards and incidents encountered as a direct result of working for the Town to their key contact person</li> </ul>
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## **6. INTRODUCTION AND TRAINING FOR EMPLOYEES**

1. Administration will provide training to its employees which will include a review and explanation of this policy and its procedures, as well as a description of the expectations of employees relating to their behaviour in the workplace. This training will include the following:
  - How to recognize workplace harassment and violence
  - Appropriate response to incidents of harassment and violence
  - Procedures for reporting, investigating, and documenting incidents of workplace harassment and violence pursuant to this policy and legislative requirements

## **7. EXCLUSIONS**

1. It is not considered harassment when Administration or a supervisor takes reasonable actions while managing and directing employees. Reasonable actions include changing work assignments; scheduling, assessing and evaluating work performance; inspecting workplaces; implementing health and safety measures; and taking disciplinary measures such as dismissing, suspending, demoting or reprimanding with just cause. When done reasonably and fairly, these actions are not workplace harassment.
2. Differences of opinion or minor disagreements between co-workers are also not considered workplace harassment. However, these situations can turn into harassment if steps aren't taken to resolve the conflict.
3. Work-related stress on its own does not constitute harassment. However, an accumulation of stress factors resulting from harassing behaviours such as those described earlier may result in a harassment situation.

## **8. RECRIMINATION AND CONFIDENTIALITY**

1. No individual filing a complaint will be penalized nor subjected to any prejudicial treatment as a result of making a complaint. No correspondence pertaining to the complaint will be placed in the Complainant's personnel file.

2. No employee shall take retaliatory action against a Complainant with the intention of dissuading or punishing an individual for participating in the complaint process. Sanctions may be imposed for any such retaliation. Retaliation against individuals participating in the complaint process should not be confused with any sanction which may be imposed for making false allegations.
3. Throughout the process, to the greatest extent possible, reasonable efforts shall be made to respect the confidential nature of a complaint. Administration will not disclose the circumstances related to an incident of harassment and/or violence or the names of the Complainant, the individual alleged to have committed the harassment and/or violence, and any witnesses. Except where necessary to investigate the incident or to take corrective action, to inform workers of a specific or general threat of harassment and/or violence or potential harassment and/or violence, or as required by law. Administration will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of harassment and/or violence or potential harassment and/or violence.

## **9. RESPONDING TO AND REPORTING WORKPLACE HARASSMENT AND/OR VIOLENCE PROCEDURES**

### **Step 1: Immediate Safety**

Ensure personal and others' safety

- **Call 911** if you or anyone is in immediate danger
- Follow emergency procedures (e.g. activate alarms, evacuation, lockdown)
- Notify a supervisor or manager as soon as it is safe to do so

### **Step 2: Document the Incident**

Record the following using the Harassment and Violence Complaint Form:

- Description of what happened
- Date, time, and location
- Names of any individuals involved or witnesses

Documentation should be factual, objective, and completed as soon as possible.

**Step 3: Report the Incident****Step 3A Speak to the Person Involved (Expected First Step)**

In most cases, the first and best step is to speak directly to the person whose behaviour is of concern. This gives them a chance to become aware of the impact of their actions and correct their behaviour.

- Tell the person clearly and respectfully that their behaviour is unwelcome or inappropriate and ask them to stop
- Many incidents are resolved quickly at this stage once the concern is communicated
- Support is available. If you're unsure how to approach the conversation, talk to your supervisor, manager, or Director for guidance on what to say or how to handle the situation

**Step 3B Informal Complaint (If Speaking Up Doesn't Resolve it or isn't Feasible)**

If you've tried speaking to the person and the behaviour continues, or if you do not feel safe or comfortable approaching them:

- Speak with your supervisor or manager, or another trusted leader
- They will listen to your concern, document the situation, and work with you to resolve it informally and respectfully
- Possible actions may include coaching, mediation, or facilitated discussions
- CUPE members may contact their Union to ensure they are complying with any membership obligations (i.e. worker code of conduct)
- In cases where an informal plan of action is implemented, supervisor and/or managerial personnel shall follow up by monitoring the situation, holding, if necessary, subsequent meetings with the parties and taking further steps to ensure that the harassment has stopped
- All reports should be documented in writing to ensure there is a record of the incident(s) and the way in which they were dealt with. This record will aid accurate reporting of events and how they were managed over time
- At any time after the initiation of an informal complaint, the Complainant may request that no further action be taken. The Complainant still has the option of filing a formal complaint at any time within one year of the incident
- If the alleged offender is in a position of authority over the complainant or where there are other communication barriers:
  - Report to your supervisor or manager
  - If the alleged offender is your supervisor or manager, report to your Director
  - If the alleged offender is your Director, report to the CAO

- If the CAO is involved, report to a member of Town Council, who will then inform the rest of Council.

**Step 3C Formal Complaint (When Informal Steps are not Enough)**

If informal processes are not appropriate, effective, or do not resolve the issue:

- The Complainant shall submit a formal complaint in writing using the Harassment and Violence Complaint Form to the Director of their department
  - If the complaint involves a Director, send the form to the CAO
  - If the complaint involves the CAO, send the completed complaint form to all of Council
- Formal complaints may be filed more than one year after the incident in exceptional circumstances only. It is expected that incidents be reported and investigated in an expedited manner
- The receiving party shall **review the Formal Complaint within 10 working days of receipt** to ensure that it is complete and not vexatious, and that a formal complaint is the most appropriate process for achieving resolution
  - The CAO, or Town Council, if required, will promptly be informed of next steps
  - The Complainant, Respondent (alleged offender), and the supervisors of the Complainant and the Respondent will be promptly informed about the Formal Complaint, and whether a formal investigation is needed
- Attempts to resolve the complaint through reconciliation or mediation may continue throughout the process provided that both the Complainant and the Respondent agree
- If the Complainant is not satisfied with the decision made by the Director regarding whether the matter should go forward, they may appeal to the CAO, or Town Council if the complaint is against the CAO, whose decision will be final

**Step 4: Investigation**

Administration is dedicated to conducting thorough and timely investigations of any complaints received, with the intention of accomplishing the following:

- Protecting workers
- Limiting the damaging effects of harassment and violence
- Increasing productivity
- Increasing worker morale
- Avoiding negative publicity
- Avoiding costly and time-consuming legal proceedings
- Lowering the rate of worker turnover



Administration will appoint an investigation team which may include the Complainant's manager or supervisor under the direction of the Complainant's Director or a non-involved Director from another department or the CAO. If the complaint is against the CAO, Town Council will determine the investigation team. This team may vary depending upon the position held by the Respondent identified in the complaint.

Investigations of alleged abuse will be carried out in accordance with the following:

- The investigator shall interview any other persons and gather such other materials as may be necessary for the investigation team to conclude the investigation
- Focus shall be on identifying causes and contributing factors, and implementing controls as appropriate to mitigate risk of recurrence.
- All parties are expected to cooperate with the investigation team by being forthcoming, honest and respectful
- The investigation shall be conducted confidentially and impartially. Individuals with knowledge of the complaint shall not discuss the investigation outside of the investigation team.
- The safety of the Complainant will be a paramount consideration throughout the investigation
- The investigation team shall produce a report of fact relating to the complaint made
- If there is evidence that the complaint was vexatious or malicious (e.g. a deliberate attempt to avoid supervision, to damage a reputation, to hurt someone), this should be indicated in the report
- The investigation team's report shall be provided to the CAO, the Complainant, the Respondent, and Human Resources within 60 days of the filing of the formal complaint. The CAO may extend the timeline for the submission of the report. The Complainant and Respondent may then submit a response to the investigation team within 10 working days of receiving the investigation team's report. The report will indicate whether or not there is evidence to support the Complainant

#### **Step 5: Disposition of the Complaint (Outcome)**

Following the investigation process, Administration will determine whether or not the complaint has been substantiated. If the complaint is not substantiated, the Complainant and the Respondent will both be advised, and the complaint is dismissed, including a removal from the Respondent's record of any reference to the complaint. Consideration will be given to whether the complaint was made with malicious intent and what recourse should follow if this conclusion is reached.

In the alternative, if the complaint is substantiated, the appropriate corrective and disciplinary measures will be identified and may include a range of consequences. Consideration will be given to the specific circumstance of the incident and the role of the offender within the organization. Recourse may include both disciplinary and corrective action. The following possible options exist in this regard:

- Direction to make a formal apology
- Training
- Referral to counseling (e.g. Employee Assistance Program (EAP))
- Written reprimand
- Discipline
- Suspension or termination of employment
- Demotion or reassignment
- Limiting access to certain areas or individuals within the organization
- Advising the local authorities of a potential criminal offence
- Any other measures as determined appropriate by the CAO

Administration will inform the parties involved of the results of the investigation, and corrective actions in line with legislated requirements while respecting confidentiality.

The preceding does not prohibit a person who is being harassed (employee, volunteer, contractors, public) from making a complaint direct to RCMP/Police if the matter is perceived to be of a criminal nature.

#### **Step 6: Support Resources**

Administration understands that victims of harassment and violence, or other workers who may have been exposed to a violent incident, require support. As a result, Administration will ensure that all victims are advised that they are not to blame for the aggressive/ harassing behaviours directed at them and that being a victim of harassment or violence does not reflect on them.

Support Resources can be found in Appendix A.

#### **Step 7: Review of Program Plans and Procedures**

Administration will review this Policy and its procedures:

- When an incident occurs related to violence and/or harassment or domestic violence
- Where there is a change to the work or work site that could affect the potential for violence or harassment to occur

- If the health and safety committee or health and safety committee representative recommends a review
- At least every three years

**Step 8: Program Evaluation (Ongoing Monitoring and Improvement)**

Administration will engage in a program evaluation process to monitor the effectiveness of its policy and procedures. Given that the purpose of this policy and procedure is to minimize the occurrence of workplace harassment or violence and establish an environment of non-tolerance to workplace harassment or violence, the process will be evaluated against that goal.

The evaluation process will include the following:

- A needs assessment
- A process evaluation in order to measure whether procedures are being followed and are effective
- An outcome evaluation to assess whether the program is achieving its intended results and to identify opportunities for improvement

This process will include gathering feedback from individuals who have made complaints and other employees, to assess their perception of the program fairness and effectiveness

**10.COMPLAINT RESOLUTION ALTERNATIVES****1. Civil or Criminal Court**

Administration recognizes that nothing in this policy takes away from the Complainant's right to file a complaint or commence proceedings in a civil or criminal court. Any individual has the right to pursue their concerns through alternative forums, including the exercise of rights through any law of Alberta or Canada.

**2. Alberta Human Rights**

A person may also contact the Alberta Human Rights Commission at their Confidential Inquiry Line. For toll-free, dial 310-0000 and enter the Confidential Inquiry Line number 780-427-7661 when prompted. For province-wide free access from a mobile phone, enter \*310 for Rogers or #310 for Telus and Bell and then 780-427-7661 when prompted. Callers can phone without paying long distance or airtime charges. Before contacting them, they request that you review their website for details about making a complaint, the complaint process, services and more: <https://albertahumanrights.ab.ca/what-are-human-rights/about-the-commission/contact-us/>

**3. Occupational Health and Safety Reporting Requirements**

The *Occupational Health & Safety Act* applies to incidents of violence or harassment. Accordingly, Administration must investigate the incident, prepare a report, keep the report on file for a period of two years from the date of the incident and have it readily available for inspection by an OHS Officer. If OHS Officers believe a work site is unhealthy or unsafe, they can take a variety of enforcement actions.

**11. DOMESTIC VIOLENCE IN THE WORKPLACE:**

1. Administration recognizes that domestic violence is a serious occupational health and safety issue and a potential workplace hazard. This policy aims to ensure that victims are not blamed and that workplace safety and support are prioritized. Administration is committed to fostering a compassionate and safe environment for all workers, including those affected by domestic violence.
2. Domestic violence becomes a workplace hazard when it occurs at, or spills over into, the workplace. It may put the targeted worker at risk and pose a threat to co-workers. Behaviours can range from subtle, intimidating behaviours to violent acts that result in physical harm or death.
3. When Administration is aware that an employee is or is likely to be exposed to domestic violence at a work site, reasonable precautions must be taken to protect the employee and any other persons at the work site likely to be affected as defined in the *Occupational Health & Safety (OHS) Act*.

**Recognizing Domestic Violence**

1. In adults, the warning signs of domestic violence include:
  - Reduced productivity or engagement
  - Absenteeism
  - Reluctance to go home after work

- Reluctance to answer phone calls or texts
- Becoming withdrawn
- Physical signs of injuries such as bruises, sores and cuts
- Making excuses for injuries which seem implausible
- Hiding injuries with excessive makeup, sunglasses, extra clothing; and/or
- Stops attending usual work functions/activities

**Reporting and Support**

1. Administration recognizes that an employee experiencing domestic violence may be reluctant, for safety and other reasons, to disclose the problem to a supervisor or manager. It is required, however, as disclosure allows Administration to support the worker. The process for reporting domestic violence is as follows:
  - In urgent cases, call 911 immediately
  - Employees must report concerns if they think domestic violence is (or might be) occurring at the work site
  - Employees may report directly to their supervisor, the CAO, or Human Resources following the same procedures outlined for other forms of violence and harassment

**Domestic Violence Safety Planning**

1. Administration will:
  - Support the development of a personalized safety plan for affected employees
  - Make appropriate workplace accommodations (e.g. modifying schedules, modifying work locations, implementing security measures, taking time for medical appointments or court appearances)
  - Provide access to Employee and Family Assistance Programs (EAP) and referrals to community supports
  - Give a consistent message to all employees that help for domestic violence issues is available
  - Develop an emergency procedure at the workplace that supports a personalized safety plan
  - Protect employee confidentiality within limits needed for safety, which means that information may need to be shared on a strictly need-to-know basis if an employee's safety at work is jeopardized

**Resources and Leave**

1. Eligible employees may access up to 10 days of unpaid, job-protected domestic violence leave under Alberta law for each calendar year.

**Employees Perpetrating Abuse**

1. Employees who disclose they are perpetrating domestic violence will be linked with community supports and resources for themselves and their families.
2. In cases where Administration has found that an employee has used work time, workplace telephones, mail, email, or other workplace resources to threaten, harass, or abuse another, the employee will be subject to an investigation to determine any disciplinary action, which may include but is not limited to dismissal.

**12. POLICY SCHEDULES**

Appendix A – Support Resources

Appendix B – Workplace Harassment/Violence Reporting Form

Appendix C – Workplace Harassment/Violence Response Form

Appendix D – Workplace Harassment/Violence Witness Response Form

Appendix E – Workplace Harassment/Violence Investigation Summary Form

  
Jon Kramer, MAYOR

  
Simone Wiley, CAO



# Workplace Harassment/Violence Support Resources

## Appendix A

SUPPORT RESOURCES AVAILABLE TO TOWN EMPLOYEES INCLUDE	
Domestic Violence and Your Workplace – Alberta Council of Women's Shelters Workplace Training	<a href="https://acws.ca/workplace-training/">https://acws.ca/workplace-training/</a>
Domestic violence leave	<a href="https://www.alberta.ca/domestic-violence-leave">https://www.alberta.ca/domestic-violence-leave</a>
Family violence – Find supports	<a href="https://www.alberta.ca/family-violence-find-supports">https://www.alberta.ca/family-violence-find-supports</a>
Make It Our Business – Centre for Research & Education on Violence Against Women & Children	<a href="https://www.makeitourbusiness.ca/">https://www.makeitourbusiness.ca/</a>
Violence and harassment in the workplace (L1045) – OHS 2025 Publication	<a href="https://ohs-pubstore.labour.alberta.ca/li045">https://ohs-pubstore.labour.alberta.ca/li045</a>
A Health Professional of their choice for treatment or referral	
Employee and Family Assistance Program	Telus Health: 1-844-880-9142 Website: <a href="https://abmunis.lifespeak.com">https://abmunis.lifespeak.com</a>
Access ID: lifespeak	Wide range of help or guidance, including counselling, legal advice, financial guidance, career planning, addictions help, nutrition help, etc.
Alberta Government OHS concerns and incidents	OHS Contact Centre Alberta Toll free: 1-866-415-8690 Website: <a href="https://www.alberta.ca/file-complaint-online">https://www.alberta.ca/file-complaint-online</a>

*The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used to document your claim to assist in a thorough investigation of the complaint. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). If you have any questions about the collection, use, and disclosure of this information, please contact the Access to Information and Protection of Privacy Coordinator with the Town of Westlock at 780-349-4444.*



# Workplace Harassment/Violence Reporting Form

## Appendix B

*Upon completion, please forward to Human Resources.*

<b>PERSON FILING COMPLAINT "COMPLAINANT"</b>	
Name:	
Dept:	
Home Phone:	Work Phone:
<b>PERSONS BEING DISCRIMINATED/HARASSED AGAINST (IF DIFFERENT FROM ABOVE)</b>	
Name:	
Dept:	
Home Phone:	Work Phone:
<b>PARTIES AGAINST WHOM THE COMPLAINT IS BEING MADE:</b>	
Name(s), Position (s) and Department (if applicable):	
<b>DESCRIBE:</b>	
Grounds of Discrimination/Harassment where applicable (e.g. gender, religion):	
Describe, including date(s), time(s), and location(s), and names of witnesses (attach a separate sheet if necessary):	
1) What happened:	
2) Who was involved:	
3) Where/when:	
4) Impact:                      injury                      time off                      medical attention	
How did you react to the harassment/violence (action taken at the time)?	
Names of witnesses and/or those providing assistance (co-worker, visitor, other)	
State the resolutions you are seeking:	
I hereby certify that the above information is true, accurate and complete to the best of my knowledge. I agree not to discuss or disclose any aspect of this complaint or the proceedings, except as required by the investigative process or in response to any legal requirements. I understand that by signing this document, I agree to have a copy given to the Respondent, the Respondents personnel file, the CAO and witnesses.	
Signature of Complainant:	Date:
Received by:	Date Received:

*The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used to document your claim to assist in a thorough investigation of the complaint. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). If you have any questions about the collection, use, and disclosure of this information, please contact the Access to Information and Protection of Privacy Coordinator with the Town of Westlock at 780-349-4444.*

**I request  
follow up  
support**





# Workplace Harassment/Violence Response Form

## Appendix C

*Upon completion, please forward to Human Resources.*

A complaint of harassment/discrimination has been filed with the Town of Westlock against you. A copy of the complaint is attached. Please complete the following with information you feel is relevant to the complaint brought against you. Your response to the issues identified in the complaint will assist us in completing the investigation as soon as possible. This form must be completed and returned within five days of your receipt of the Complaint Form to Human Resources.

Name & Position (e.g. Director, CAO, HR)	Signature	Contact Number
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Name of Respondent:	
Dept:	
Home Phone:	Work Phone:
Please give a detailed response to the allegations set out in the attached complaint. The information provided must specify date(s), location(s), person(s) involved and name of witnesses (attach a separate sheet if necessary):	
Are any items in the complaint incorrect or incomplete?	
Do you have any suggestions as to how this matter may be reasonably resolved?	
I agree not to discuss or disclose any aspect of this complaint or the proceedings, except as required by the investigative process or in response to any legal requirement. I understand that a copy of this document will be provided to the Complainant, retained in my personnel and given to the Complaint Investigator and/or CAO.	
Signature of Respondent:	Date:
Received by:	Date Received:

*The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used to document your claim to assist in a thorough investigation of the complaint. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). If you have any questions about the collection, use, and disclosure of this information, please contact the Access to Information and Protection of Privacy Coordinator with the Town of Westlock at 780-349-4444.*



# Workplace Harassment/Violence Witness Response Form

## Appendix D

*Upon completion, please forward to Human Resources.*

A complaint of harassment/discrimination has been filed with the Town of Westlock. A copy of this complaint is attached. Please complete the following with information you feel is relevant to the complaint. Your response to the issues identified in the complaint will assist us in completing the investigation as soon as possible. This form must be completed and returned to Human Resources within five days of your receipt of the Witness Response Form.

\_\_\_\_\_  
Name & Position (e.g. Director, CAO, HR)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contact Number

Please give a detailed account of what happened including date(s), time(s), location(s), and person(s) involved (attach a separate sheet if necessary):

I agree not to discuss or disclose any aspect of this complaint or the proceedings, except as required by the investigative process or in response to any legal requirements.

Signature of Witness:

Date:

Received by:

Date Received:

*The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used to document your claim to assist in a thorough investigation of the complaint. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). If you have any questions about the collection, use, and disclosure of this information, please contact the Access to Information and Protection of Privacy Coordinator with the Town of Westlock at 780-349-4444.*



# Workplace Harassment/Violence Investigation Summary Form

## Appendix E

*Upon completion, please forward to Human Resources.*

Name of Person Completing Summary:	
Position/Department (if applicable):	
Phone:	Email:
Name(s) of Town Officer Personnel involved (if any):	
1. Attach copies of Complaint and Response Forms, and any minutes pertinent to the investigation.	
2. Give a detailed account of the investigations. Provide date(s), time(s), location(s), person(s) involved in interviews and any new relevant information gained through this process.	
3. Correct or describe further any item(s) in the complaint found to be incorrect or incomplete.	
4. Describe any resolutions to the allegation(s).	
5. Describe disciplinary action (if any) to be taken.	
I agree not to discuss or disclose any aspect of this complaint or the proceedings, except as required by the investigative process or in response to any legal requirement.	
Signature of Investigator:	Date:
Received by:	Date Received:

*The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used to document your claim to assist in a thorough investigation of the complaint. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). If you have any questions about the collection, use, and disclosure of this information, please contact the Access to Information and Protection of Privacy Coordinator with the Town of Westlock at 780-349-4444.*