



Respectful Workplace

PURPOSE

To provide Vulcan County management and employees guidelines to provide a workplace in which all people are respected, respect each other and work together to achieve common goals.

1) Overview

- a) Vulcan County is dedicated to promoting a diverse workplace in which all people are respected, respect each other and work together to achieve common goals. All employees have the right to work in an environment free of discrimination, bullying, intimidation, harassment, violence and sexual harassment. The County is dedicated to providing and maintaining a work environment that fosters fair, respectful and responsible behavior.
- b) This Policy applies to all non-unionized Employees of Vulcan County.
- c) All Employees are required to review, be aware of, adhere to and sign this Policy.
- d) This Policy has six primary components:
 - i) Discrimination
 - ii) Bullying, Harassment and/or Intimidation
 - iii) Workplace Violence
 - iv) Sexual Harassment
 - v) Whistleblower
 - vi) Complaint and Conflict Reporting, Investigation, and Resolution Process

2) General

- a) Supervisors and members of the Management team are responsible to take all reasonable steps to prevent, stop and resolve conduct which may form the basis of a Complaint or Conflict in their areas of responsibility.
- b) No Employee shall intentionally file a false Complaint under this Policy. Any Employee who intentionally files a false Complaint will be subject to disciplinary and/or corrective action up to and including termination of employment for Just Cause.
- c) No Employee shall intentionally provide false information during an investigation of a Complaint. Any Employee who intentionally provides false information in relation to a Complaint will be subject to disciplinary and/or corrective action up to and including termination of employment for Just Cause.
- d) No Employee who files a Complaint in good faith or who provides information in relation to a Complaint in good faith shall be subject to any form of Retaliatory Action.

- e) Any Employee who engages in any form of Retaliatory Action against another Employee who has filed a Complaint in good faith or who provided information in relation to a Complaint in good faith will be subject to disciplinary and/or corrective action up to and including termination of employment for Just Cause.
- f) The reporting, investigation and resolution process for all Complaints filed pursuant to this Policy are contained in Part 9: Complaint and Conflict Reporting, Investigation and Resolution Process.
- g) All decisions made pursuant to this Policy are subject to the appeal process outlined in Policy 1.3 of Personnel Policy No. 12-3120.

3) **Definitions**

- a) Within this Policy, the following words are defined as follows:
 - i) **CAO** means the Chief Administrative Officer appointed by Council in accordance with the ***Municipal Government Act***, R.S.A. 2000 Chapter M-26;
 - ii) **Complaint** means a formal complaint filed pursuant to this Policy;
 - iii) **Complainant** means any Employee who files a Complaint pursuant to this Policy;
 - iv) **Conflict** means any unresolved dispute between Employees including co-workers, Management and Supervisors;
 - v) **Council** means the Council of Vulcan County;
 - vi) **County** means Vulcan County;
 - vii) **Employee** means any person who is employed by the County;
 - viii) **Just Cause** means grounds justifying the termination of an Employee without notice or pay in lieu of notice as recognized by any contractual term, statutory or common law authority;
 - ix) **Management** means those Employees identified in the County's Organizational Chart as Foremen, Supervisors, Managers, Directors and the CAO;
 - x) **Supervisor** means any Employee whose job description includes supervisory responsibilities;
 - xi) **Respondent** means that Employee whose conduct or behavior is the subject of a Complaint; and
 - xii) **Retaliatory Action** means any retaliation, retribution or reprisal against a Complainant or an Employee who provides information in relation to a Complaint or who otherwise participates in an investigation into a Complaint.

4) **Discrimination Policy**

- a) The main object of the County's Discrimination Policy is to ensure that the County's practices and work environment(s) are free from Direct and Indirect Discrimination. This Policy covers all aspects of employment including candidate selection, appointment, promotion, compensation, benefits, training, layoffs, transfers and any other terms and conditions of employment.
- b) **Definitions**
 - i) ***Direct Discrimination*** means any occurrence where an individual is treated less favourably or fairly than another person or group of people in the same or similar circumstances based upon one of the grounds listed in Paragraph 4.3.

- ii) *Indirect Discrimination* means any occurrence where a neutral policy, practice, rule or procedure is supposed to apply equally to all Employees but has an adverse or disproportionate effect on a particular person or group of people as a result of one of the grounds listed in Paragraph 4.3.
- iii) At no time will the County discriminate against, refuse to employ, or refuse to continue to employ any individual based on the grounds of:
 - (1) Race
 - (2) Religious beliefs
 - (3) Colour
 - (4) Gender
 - (5) Physical disability
 - (6) Mental disability
 - (7) Age
 - (8) Ancestry
 - (9) Place of origin
 - (10) Marital status
 - (11) Source of income
 - (12) Family status
 - (13) Source of income
 - (14) Political beliefs
 - (15) Pregnancy
- iv) The County's position against discrimination does not apply with respect to a refusal, limitation, specification or preference relative to an individual's employment or potential employment based upon a *bona fide* occupational requirement.

5) Bullying, Harassment and/or Intimidation Policy

- a) Vulcan County is committed to discouraging behaviours that create an unproductive and/or poisoned work environment. Examples of such behaviour include, but are not limited to:
 - i) written or verbal comments, actions, gestures, or other behaviours which are humiliating, offensive, hurtful, degrading or belittling;
 - ii) bullying;
 - iii) intimidation;
 - iv) abuse of authority;
 - v) deliberately excluding an employee from relevant work activities or decision making; or
 - vi) attempting to discredit an employee by spreading false information about him/her.
- b) Normal Management and Supervisor duties, which include counseling, performance appraisals, work assignment, and the implementation of disciplinary actions, are not considered forms of bullying, intimidation or harassment and this Policy does not restrict Management's responsibilities in these areas.

6) Workplace Violence Policy

- a) Vulcan County is committed to building and preserving a safe work environment for its Employees which is free of any form of workplace Violence. In pursuit of this goal, Vulcan

County will not condone or tolerate any act of workplace Violence committed by or against any Employee or member of the public. This Policy prohibits all manner of acts or threats of Violence (with or without weapons) in the workplace.

- b) Vulcan County is committed to:
 - i) Educating Employees in the recognition of workplace Violence and the operation of this Policy;
 - ii) Investigating reported incidents of workplace Violence in an objective and timely manner;
 - iii) Taking necessary action in response to such reported incidents; and
 - iv) Providing appropriate support for Complainants.
- c) The purpose of this Policy is to ensure, having completed an organizational risk of workplace violence assessment that:
 - i) Employees are aware of, and understand, that acts of workplace Violence are considered a serious offense for which necessary sanction will be imposed, and a policy and procedures are in place to deal with the same;
 - ii) Employees subjected to acts of workplace Violence are encouraged to access any assistance they may require in order to make or pursue a Complaint;
 - iii) Employees are advised of available recourse if they have been subjected to, or become aware of, situations involving workplace Violence;
 - iv) Action will be taken in response to Complaints, and where Complaints are substantiated, appropriate corrective and disciplinary action will be taken;
 - v) Complainants of workplace Violence will be supported and the effectiveness of Vulcan County's actions in response to the Complaint evaluated.
- d) **Definitions**
 - i) **Violence** means the threatened, attempted or actual conduct of a person that causes, or is likely to cause, physical injury whether at the work site or work related.
 - ii) **Violence** includes any expression, display, interaction or act of aggression or hostility.
- e) Acts of workplace Violence can but do not always take the form of physical contact. The threat of Violence, either overt or covert, can be just as detrimental and damaging as the physical act of violence itself. Abuse in any form erodes the mutual trust and confidence that are essential to Vulcan County's operational effectiveness. Acts of Violence destroy individual dignity, lower morale, engender fear, and break down work unit cohesiveness.
- f) Acts of workplace Violence may occur as a single event or may involve a continuing series of incidents. Workplace violence can involve both men and women, and may be directed by or towards workers, visitors, and members of the public.
- g) **Instruction and Training For Employees**
 - i) Vulcan County 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 County's expectations of Employees relative to their behaviour in the workplace. This training will include the following:

- (1) How to recognize workplace Violence;
- (2) Appropriate response to incidents of workplace Violence; and
- (3) The procedures for reporting, investigating and documenting incidents of workplace Violence pursuant to this Policy and procedure.

h) **Occupational Health & Safety Reporting Requirements**

- i) Employees should be aware that an incident involving workplace Violence constitutes an "accident that has the potential of causing serious injury to a worker" pursuant to Section 18(3) of the ***O H & S Act***. As a result, the County 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 O H & S Officer. Only those events listed in Section 18(2) of the O H & S Act will need to be reported directly to Alberta Human Resources and Employment. Section 18(1) and (2) of the Act reads as follows:
 - ii) If an injury or accident described in subsection (2) occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or accident as soon as possible.
 - iii) The injuries and accidents to be reported under subsection (1) include
 - (1) an injury or accident that results in death,
 - (2) an injury or accident that results in a worker's being admitted to a hospital for more than 2 days,
 - (3) an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
 - (4) the collapse or upset of a crane, derrick or hoist, or
 - (5) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

7) Sexual Harassment Policy

- a) Vulcan County is committed to building and preserving safe work environment for its Employees which is free of any form of Sexual Harassment. In pursuit of this goal, Vulcan County will not condone or tolerate any act of Sexual Harassment committed by or against any Employee or member of the public. This Policy prohibits all manner of Sexual Harassment in the workplace.
- b) Vulcan County is committed to:
 - i) Educating employees in the recognition of Sexual Harassment and the operation of this Policy;
 - ii) Investigating reported incidents of Sexual Harassment in an objective and timely manner;
 - iii) Taking necessary action in response to such reported incidents; and
 - iv) Providing appropriate support for Complainants.

- c) The purpose of this Policy is to ensure that:
 - i) Employees are aware of, and understand, that acts of Sexual Harassment are considered a serious offense for which necessary sanction will be imposed, and a policy and procedures are in place to deal with the same;
 - ii) Employees subjected to acts of Sexual Harassment are encouraged to access any assistance they may require in order to make or pursue a Complaint;
 - iii) Employees are advised of available recourse if they have been subjected to, or become aware of, situations involving Sexual Harassment;
- d) Action will be taken in response to Complaints, and where Complaints are substantiated, appropriate corrective and disciplinary action will be taken;
- e) Complainants of Sexual Harassment will be supported and the effectiveness of Vulcan County's actions in response to the Complaint evaluated.
- f) **Definition**
 - i) **Sexual Harassment** means any unwanted sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature which:
 - (1) Implicitly or explicitly makes submission of such conduct a term and condition of an individual's work;
 - (2) Affects access to employment;
 - (3) Creates a hostile or offensive environment which interferes with an individual's work;
 - (4) Intimidates, embarrasses, coerces or humiliates an individual in the workplace; and/or
 - (5) Arises out of a relationship which is not based on mutual consent.
 - g) **Sexual Harassment** is comprised of any or all of the following behaviours, although it is not limited to the behaviours listed:
 - i) Verbal abuse or threats associated with behaviour of a sexual nature;
 - ii) Unwelcome remarks or jokes of a sexual nature;
 - iii) Unwelcome invitations or requests of a sexual nature;
 - iv) Staring, leering or inappropriate observation of a co-worker of a sexual nature;
 - v) Displaying or posting pornographic, offensive or derogatory materials of a sexual nature in the workplace;
 - vi) Unwelcome physical contact of a sexual nature;
 - vii) Exposing oneself sexually in the workplace;
 - viii) Explicit or implicit demands of a sexual nature; and/or
 - ix) Any other behaviour, conduct or activity of a sexual nature which is unwelcome or uninvited.
 - h) **Instruction and Training For Employees**
 - i) Vulcan County 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 County's expectations of Employees relative to their behaviour in the workplace. This training will include the following:
 - (1) How to recognize Sexual Harassment;

- (2) Appropriate response to incidents of Sexual Harassment; and
- (3) The procedures for reporting, investigating and documenting incidents of Sexual Harassment pursuant to this Policy and procedure

8) **Whistleblower Policy**

- a) Vulcan County is committed to maintaining high standards of business and personal integrity and ethical behavior in the conduct of its operations. The Whistleblower Policy is intended to encourage and enable Employees to report serious concerns relating to Wrongdoing including but not limited to:
 - i) Financial, internal accounting controls or auditing practices,
 - ii) Receipt of "kickbacks",
 - iii) Environmental issues,
 - iv) Violations or circumventions of Vulcan County policies or bylaws, this Respectful Workplace Policy, Provincial or Federal legislation or contracts,
 - v) Negligence,
 - vi) Illegal activity,
 - vii) Criminal offenses of any kind,
 - viii) Theft or fraud,
 - ix) Unsafe activities or work practices,
 - x) Dangers to Employee or public health and safety,
 - xi) Abuse of office or authority, and
 - xii) Unethical conduct.
- b) A report under this Policy shall be made to any of the following individuals:
 - i) Chief Administrative Officer,
 - ii) Department Director.
- c) Reports may be submitted on a confidential basis by the Complainant or may be submitted anonymously. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- d) Any Employee who is aware of or has concerns about matters of Wrongdoing is responsible for reporting the Wrongdoing or concerns as soon as possible. The County expects that such reports will be made in a timely manner and, in any event, within one year of when the issue became known to the Employee.
- e) Employees reporting Wrongdoing in good faith or employees who give evidence or otherwise participate in an investigation or hearing relating to a report of Wrongdoing shall not be subject to Retaliatory Acts or Adverse Employment Action.
- f) **Definitions**
 - i) **Adverse Employment Action** means any demotion, suspension, termination, denial of promotion, benefits or compensation, threats, harassment, or any manner of discrimination against the Complainant or against any Employee who gives evidence or

- otherwise participates in an investigation or hearing related to the allegation of Wrongdoing
- ii) **Complainant** means an Employee who files a report under this Policy.
 - iii) **Retaliatory Acts** means any act of retaliation, retribution, or reprisal by an Employee against the Complainant or against any Employee who gives evidence or otherwise participates in an investigation or hearing related to the allegation of Wrongdoing.
 - iv) **Wrongdoing** means any action or practice that may be the subject of a report under this Policy.
- g) When making a report under this Policy, an Employee must be acting in good faith with reasonable grounds for believing there is Wrongdoing. An Employee who makes an unsubstantiated report under this Directive which is knowingly false or made with vexatious or malicious intent will be subject to discipline up to and including termination of employment for Just Cause.
- h) It is a violation of the Whistleblower Policy for anyone to knowingly file a report containing false information or for anyone to give false information during any investigation or hearing related to the report of Wrongdoing. Employees who provide false information are subject to disciplinary and/or corrective action up to and including termination of employment for Just Cause.
- i) Any Employee who engages in Adverse Employment Action or Retaliatory Acts against the Complainant who has made a report in good faith or any Employee who gives evidence or otherwise participates in any investigation or hearing related to a report of Wrongdoing will be subject to discipline up to and including termination for Just Cause.
- j) The reporting and resolution processes relating to any complaints of Retaliatory Acts or Adverse Employment Action under this Policy are in accordance with Part 9: Complaint and Conflict Reporting, Investigation and Resolution Process.
- 9) **Complaint and Conflict Reporting, Investigation and Resolution Process**
- a) The purpose of this Policy is to set the process and procedure whereby:
 - i) Complaints made under the Respectful Workplace Policy are reported, investigated and resolved, and
 - ii) Other forms of dispute involving co-workers or managerial staff are reported and resolved.
 - b) Any Employee who is subjected to, witnesses or receives either a written or oral Complaints shall immediately report the Complaint to the Department Director or the CAO.
 - c) **Definitions**
 - i) **Complaints** include reports of unresolved Conflicts and Complaints made pursuant to the:
 - (1) Discrimination Policy,
 - (2) Bullying, Intimidation and Harassment Policy,
 - (3) Workplace Violence Policy,
 - (4) Sexual Harassment Policy, and

- (5) Whistleblower Policy with respect to complaints regarding Adverse Employment Action or Retaliatory Acts.
- ii) **Conflicts** include any form of dispute between employees and their co-workers or managerial staff which is not the subject of a specific Policy.
 - iii) **Investigative Team** means the appropriate Management team member(s) appointed by the Chief Administrative Officer or, where the Respondent is the Chief Administrative Officer, individuals appointed by Council to carry out the investigation into the Complaint. None of the Chief Administrative Officer, Complainant, Respondent nor any Employee who may have evidence with respect to the Complaint may be a member of the Investigative Team.
- d) **Right to Assistance**
- i) Any Employee who has experienced or witnessed conduct which may form the basis of a Complaint has the right to access assistance in communicating their objections and, if warranted, in pursuing the Complaint more formally. It is recognized that the issue of access to recourse is particularly critical where the Respondent is in a position of authority over the Complainant or where there are other communication barriers.
 - e) An Employee who has experienced or witnessed conduct which may form of the basis of a Complaint should advise their Supervisor or the Department and, if this is inappropriate in the circumstances, the CAO should be advised of the incident.
- f) **Complaint Reporting**
- i) **Discussion**
 - (1) Whenever possible, the parties involved should reach a reasonable resolution without the necessity of filing a formal Complaint. Complainants are encouraged to discuss the unwanted behavior or actions with the Respondent, either directly or with the assistance of a third party as outlined above whenever possible. This first step is very important so that the Respondent is immediately made aware that his/her conduct is offensive to the Complainant and must stop. Again, it is recognized that it will not always be possible for the Complainant to make the Respondent aware of the concern personally.
 - ii) **Filing a Formal Complaint**
 - (1) Where discussion is not possible or where the parties are unable to reach a reasonable resolution to the situation, a formal written Complaint may be filed with the Employee's Supervisor or the Department Director or if that is not possible, with the CAO. A copy of any Complaint where the Respondent is the CAO must be provided to the Reeve.
 - iii) **Formal Complaint Details**
 - (1) The Complaint must:
 - (a) be in writing,
 - (b) include the details of the incident(s), including the date and time, nature of the misconduct, and the names of any persons who may have witnessed the misconduct,
 - (c) identify the Respondent(s),

- (d) contain any details with respect to steps taken to resolve the matter before filing the Complaint, and
- (e) be signed by the Complainant.

iv) **Respondent's Response**

- (1) A copy of the Complaint shall be given to the Respondent. The Respondent shall have five (5) business days to provide a written response to the Complaint.

g) **Complaint Investigation**

- i) The County is dedicated to conducting thorough and timely investigations of any Complaints received, with the intention of accomplishing the following:

- (1) protecting Employees;
- (2) limiting the damaging effects of violations of this Respectful Workplace Policy on Complainants and others;
- (3) increasing productivity;
- (4) increasing staff morale;
- (5) avoiding negative publicity;
- (6) avoiding costly and time consuming legal proceedings; and
- (7) minimizing the rate of Employee turnover.

ii) **Investigative Team**

- (1) The Investigative Team shall be appointed within five (5) days of receiving the Complaint. Where appropriate and with approval of the Chief Administrative Officer or Council, as appropriate, the Investigative Team may obtain the services of an independent third party to assist with the investigation.

iii) **Investigation Process**

- (1) Investigations of Complaints will be carried out in accordance with the following guidelines:
 - (a) Complaints will be investigated as promptly as possible and in no case more than 20 days following receipt of a formal Complaint;
 - (b) only those individuals absolutely necessary to verifying the Complaint will be interviewed in order to maintain the confidentiality of the Complainant and the Respondent to the greatest extent possible;
 - (c) both the Complainant and the Respondent will be interviewed and the Respondent will be advised of the allegations he/she faces, and provided with an opportunity to answer the same;
 - (d) individuals with knowledge of the Complaint will be encouraged not to discuss the details with others;
 - (e) both the Complainant and the Respondent will be provided with details of the investigation and given the opportunity to respond to evidence gathered during the investigative process; and
 - (f) the safety of the Complainant will be a paramount consideration throughout the investigation process.
- (2) Depending the circumstances, the Complainant and/or Respondent may be suspended with pay pending the conclusion of the investigation process.

h) Disposition of the Complaint

- i) Following the investigation process, the Investigation Team will determine whether or not Complaint has been substantiated.

(1) Complaint Not Substantiated

- (a) In the event that the Complaint is not substantiated:

- (i) the Complainant and the Respondent will both be advised in writing that the Complaint is dismissed together with the reasons for that decision,
- (ii) any reference to the Complaint will be removed from the Respondent's personnel file, and
- (iii) The Investigation Team will give consideration to whether or not the Complaint was made with malicious intent and what disciplinary measures should result in the event that this conclusion is reached. The Investigation Team shall give its recommendations in writing to the Complainant's Supervisor or, where the Complainant is the Chief Administrative Officer, to Council.
- (iv) The Complainant's Supervisor in consultation with the Chief Administrative Officer shall make the decision with respect to the appropriate disciplinary measures to be undertaken in relation to the Complainant. Where the Complainant is the Chief Administrative Officer, Council shall make the decision. The possible disciplinary and corrective action may include any or all of the following but is not restricted to:
 1. Written warning;
 2. Apology;
 3. Training;
 4. Referral to an EAP for counseling;
 5. Reassignment;
 6. Limiting access to certain areas or individuals within the organization;
 7. Discipline;
 8. Termination for Just Cause; and/or
 9. Advising the local police authorities of a potential criminal offense.

(2) Complaint is Substantiated

- (a) If the Complaint is substantiated:

- (i) the Complainant and the Respondent will both be advised in writing that the Complaint is substantiated together with the reasons for that decision,
- (ii) the Investigative Team will consider the appropriate corrective and disciplinary measures and make recommendations to the Chief Administrative Officer or, where the Respondent is the Chief Administrative Officer, Council.
- (iii) Consideration will be given to the specific circumstances of the incident, the severity of the misconduct, and the role of the Respondent within the County's organization. Recourse may include both disciplinary and corrective action. The possible disciplinary and corrective action may include any or all of the following but is not restricted to:
 1. Written warning,
 2. Apology;

3. Training;
4. Referral to an EAP for counseling;
5. Reassignment;
6. Limiting access to certain areas or individuals within the organization;
7. Discipline;
8. Termination for Just Cause; and/or
9. Advising the local police authorities of a potential criminal offense.

- (iv) the Investigative Team shall give its recommendations to the Respondent's Supervisor or where the Respondent is the Chief Administrative Officer, to Council in writing. In consultation with the Chief Administrative Officer, the Respondent's Supervisor shall make the decision with respect to the appropriate corrective and disciplinary measures to be undertaken. Where the Respondent is the Chief Administrative Officer, Council shall be the final decision maker.
- (v) the Respondent shall be advised in writing of the corrective and disciplinary measures resulting from his/her misconduct.

i) **Appeal Rights**

- i) Within seven (7) days of the decision of the Investigative Team or the decision of the Supervisor being communicated in writing, the Complainant or the Respondent may appeal the decision to the Chief Administrative Officer and, thereafter, may appeal the decision of the Chief Administrative Officer to Council in accordance with Policy 1.3 of Personnel Policy No. 12-3120.
- ii) If the Complaint involves the Chief Administrative Officer, he/she may appeal the decision of the Investigative Team to Council within seven (7) days of receipt of the decision. If the Complaint involves the Chief Administrative Officer, the provisions of the ***Municipal Government Act***, R.S.A. 2000 Chapter M-26 shall apply.

j) **Confidentiality**

- i) Throughout the Complaint investigation process, to the greatest extent possible, reasonable efforts shall be made to respect the confidential nature of a Complaint. However, absolute confidentiality cannot be guaranteed owing to the need for an investigation, the need to inform the Respondent and/or an O H & S Officer and/or the local police authorities.

k) **Complaint Resolution Alternatives**

- i) The County recognizes that nothing in this policy or procedures takes away from the Complainant's right to file a Complaint with the Alberta Human Rights Commission, or commence proceedings in a civil or criminal court. Any individual has the right to pursue their concerns through alternate forums, including the exercise of rights through any law of Alberta or Canada.

l) **Complainant Support**

- i) The County recognizes that Complainants of workplace Violence or Sexual Harassment or other workers who may have been exposed to a violent incident, may require additional emotional support and reassurance. The County will ensure that Complainants as well as others exposed to workplace Violence or Sexual Harassment

are advised to consult a health professional of their choice for treatment or referral. The County will also advise affected Employees of the ability to access the Employee Assistance Program if they wish. Below is a listing of the agencies, programs and materials which are available to assist Employees in seeking support in addition to the EAP and your personal professional service providers:

(1) To report serious injuries and provide information on the requirements of the Occupational Health and Safety Act, Code and regulations:

(a) Alberta Human Resources and Employment Workplace Health and Safety
Province-wide Call centre (1-866-415-8690) Web site www.whs.gov.ab.ca

(2) To report incidents of discrimination:

(a) Alberta Human Rights & Citizenship Commission Phone: (780) 472-7661
(Northern AB) (403) 297-6571 (Southern AB) Toll Free: 1-800-432-1838

- m) The County is dedicated to engaging in a process by which they follow up with the Complainant in order to ensure that their needs are being met post-incident.
- n) The County will engage in a program evaluation process to monitor the effectiveness of this Policy and related procedures.