

Purpose: The Brooks Library Board strives to provide a healthy, respectful and open work environment for its users and employees free from abuse, harassment, and violence of any kind. The Board will not tolerate any form of abuse, harassment or violence directed by, or at, any library employee by another employee, Board member, or member of the public. The Board is committed to investigating reported incidents of harassment and providing appropriate follow up with the victim and the alleged offender.

1. Definitions

- 1.1. Abuse: physical contact intended to cause bodily harm or the use of threats, humiliation, forced social isolation, intimidation, harassment, coercing or restricting from appropriate social contact with the intention of causing emotional harm;
 - 1.2. Board: City of Brooks Library Board;
 - 1.3. Harassment: repeated offensive comments and/or actions which demean and belittle an individual and/or cause personal humiliation. This definition includes sexual harassment;
 - 1.4. Violence: the infliction of physical injury or death, or the threat to do so upon an individual.
2. Abuse, harassment, or violence by a member of the public toward a staff member will be dealt with through the City of Brooks Library Board's Bylaw 3.0 Admittance to/ Conduct in the Building.
3. Reasonable, justifiable, consistent and non-discriminatory acts of discipline, provided by an individual who has the authority to provide such discipline, shall not be construed as harassment.

4. If an employee believes he/she has been subjected to abuse, harassment or violence, the employee is responsible for advising the offender, directly or through a third party, that the action is unacceptable and unwelcome.

5. The alleged offender must be made immediately aware of any behaviour or conduct that is offensive and given the opportunity to cease such behaviour or conduct.

6. If the behaviour or conduct does not cease, or the severity of the behaviour or conduct warrants it:
 - 6.1. The incident of perceived abuse, harassment or violence will be immediately brought to the attention of the Head Librarian. If the complaint is regarding the behaviour of the Head Librarian or a Board Member, the incident will be brought to the Chair of the Library Board.
 - 6.2. The complainant will also document the incident.
 - 6.3. The Head Librarian (or Board Chair) is responsible for investigating the complaint promptly and thoroughly. This may involve interviewing the alleged offender, the complainant and any staff who may be able to provide additional information.

7. In the case of serious incidents, the Head Librarian (or Board Chair) will inform the Human Resources and Finance Committee;
 - 7.1. Appropriate disciplinary action will be taken if the investigation reveals evidence to support complaint;
 - 7.2. If the investigation does not reveal evidence to support the complaint no documentation will be placed in the alleged offender's file;
 - 7.3. The complainant will be advised of his/her right to contact the Alberta Human Rights Commission to file a complaint.