

TOWN OF MCLENNAN LIBRARY BOARD
WORKPLACE VIOLENCE, HARASSMENT AND OTHER UNACCEPTABLE BEHAVIOUR POLICY

The McLennan Municipal Library is dedicated to providing an abuse-free working environment and an inclusive, safe and welcoming place for both patrons and Library staff characterized by respect and tolerance within the context of *the Occupational Health and Safety Code* and the *Canadian Human Rights Act*. The McLennan Municipal Library will not tolerate any form of workplace violence or harassment directed by or at, any Library employee by another employee, Board member, or member of the public.

Unacceptable Behaviour

Inappropriate behavior includes but is not limited to:

- Behaviour that interferes with the ability of others to enjoy, use or work in the Library.
- Behaviour or language that is abusive, insulting or harassing such as swearing, insults and slurs.
- Threatening behaviour such as shaking fists, throwing or kicking objects.
- Behaviour that would generally be expected to be unwelcome. This includes words, gestures, intimidation or other inappropriate activities including electronic communications.
- Verbally threatening to attack Library staff or patrons.

Response Procedure

If an employee or volunteer believes that she/he has been subjected to workplace violence, discrimination or harassment the employee or volunteer shall:

- advise the offender that his/her behavior is unacceptable and unwelcome and should cease such behavior or conduct
- submit a record of the incident (date, time, witnesses to incident, employees/volunteers response)
- file a written complaint to the Town of McLennan Library Board

The Library Manager may suspend Library privileges for a determinate or indeterminate period of time if a patron is found to have engaged in unacceptable behavior in the Library facility.

Law enforcement will be called if an individual demonstrating problem behavior refuses to comply with direction from Library staff or leave the Library premises.

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Board Chair: