



Town of Happy Valley-Goose Bay
Policy Statement

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| Index: Administration | | Policy Number: A0043 | |
| Approved Date: May 24, 2016 | Effective Date: May 24, 2016 | Revision Date: | |
| Authority: 11th Council of the Town of Happy Valley-Goose Bay | | Page 1 of 2 | |

Topic: THREATS AND ACTS OF VIOLENCE

1. Purpose and Scope:

This policy applies to all employees of the Town. For the purpose of this policy “employee” includes Council. It is intended to establish the process to be followed when an employee utters threats of physical danger or violence against the Town in general or utters threats of physical or sexual injury, danger or violence against any person or employee or commits an actual act of physical danger or violence against the Town or any actual act of physical or sexual injury, danger or violence against any person or employee.

2. Policy Statement:

It is the policy of the Town that employees and other persons visiting the Town have a right to a healthy and safe environment free from threat and/or the act of physical or sexual injury, danger or violence. Inherent with this belief, the Town maintains a zero tolerance policy for any threat uttered against the Town, employee, or person which subject them to any such conditions as outlined above. Employees are expected to conduct themselves in the best interest of the Town while conforming to Town policies, rules and regulations. If employees do not accept and live up to these responsibilities as outlined, the Town reserves the right to take appropriate action.

3. Procedures:

Any threat uttered will immediately be reported to the immediate Supervisor and the Director of Human Resources and Employee Relations. The Director of Human Resources and Employee Relations will immediately notify either the Community Constable and/or RCMP, as appropriate. In all instances, the offending employee will be immediately notified by the Director of Human Resources and Employee Relations that the Town has a zero tolerance policy for such behaviour/action. He/she will be immediately suspended with pay for forty-eight (48) hours until an internal review is conducted and will be advised that the appropriate authorities (i.e. RCMP) have been notified.



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The employee will also be notified in writing, with copy to the Union, within twenty-four (24) hours of the decision to impose this suspension. Said notice will contain, minimally, a description of the policies, procedures or regulations allegedly breached, a summary of the offensive behaviour and the sanction being imposed. Copies of the breached policies, procedures or regulations shall also be referenced in and attached to the notice.

The Town Manager will be notified of the incident immediately and copied on all correspondence relating to the matter.

Appropriate interim action will be determined pending the results of an internal review by the Review Committee comprised of the Immediate Supervisor, the Director of Human Resources and Employee Relations and the Town Manager. The Review Committee's decision will be communicated in writing to the employee within forty-eight (48) hours of the initial suspension.

Appropriate final action will be determined by the Town's Review Committee pending the conclusion of an investigation by RCMP and receipt of its report by the Review Committee.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.

Mayor, Jamie Snook

Town Manager, Wyman Jacque