

TOWN OF LAFLECHE

POLICY 51-25

BEING A POLICY TO PREVENT AND REPORT WORKPLACE VIOLENCE

WHEREAS the Town of Lafleche is committed to reducing and eliminating the risk of violence in the workplace,

Therefore, the Council of the Town of Lafleche, in the Province of Saskatchewan, enacts as follows:

1. That this policy shall be known as the Workplace Violence Policy.
2. Definitions:
 - (a) "CAO" shall mean the Chief Administrative Officer for the Town appointed pursuant to Section 110 of *The Municipalities Act*.
 - (b) "Complainant" shall mean the person who makes the complaint of an act of violence.
 - (c) "Employee" shall mean an individual employed by the Town, including an individual retained under a contract to perform services for the Town.
 - (d) "Head" shall mean the Mayor, or the CAO, dependent upon designation by the Town Council.
 - (e) "Respondent" shall mean the person who has allegedly committed an act of violence.
 - (f) "Town" shall mean the Town of Lafleche and its Council.
 - (g) "Violence" shall be taken as defined in *The Occupational Health and Safety Regulations, 2020*: the attempted, threatened, or actual conduct of a person that causes, or is likely to cause, injury; and includes any threatening statement or behaviour that gives a worker reasonable cause to believe they are at risk of injury.
 - (h) "Workplace" shall mean all places where municipal business occurs, including:
 - i. Municipal buildings, owned or leased, and surrounding perimeter including parking lots, sidewalks, driveways, etc.;
 - ii. Municipal vehicles, owned or leased;
 - iii. Off-site locations where municipal business occurs;
 - iv. Municipal-sponsored functions, recreational, and/or social events;
 - v. En-route while travelling to conduct municipal business and upon arrival;
 - vi. Any location where a municipal worker is, or is likely, to carry out their responsibilities of municipal employment.
 - (i) "Workplace violence" shall mean the use of physical force against or by a worker that causes, or could cause, physical injury; an action or statement, or series of, that are reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace; and



the possession of a weapon, or threat of use of a weapon, of any kind while working for the Town or carrying out municipal business.

3. That the Town prohibits violence by any employee, Councillor, Mayor, or any person doing business with or for the Town.
4. Council and its management will take all complaints of violence in the workplace seriously. This policy will be reviewed to ensure it is effective in the prevention and elimination of violence in the workplace, as follows:

(a) Informing all persons in the workplace of their rights and obligations.

- i. A copy of the Workplace Violence Policy shall be provided to all employees.
- ii. A statement of the Workplace Violence Policy shall be posted in all municipal workplaces, in a location visible to all employees and visitors.
- iii. Upon its approval, management will discuss the Workplace Violence Policy with all employees and management will be responsible to include the review of this policy as part of new employee orientation.

(b) In accordance with Part III of *The Saskatchewan Employment Act*, all employees, including management, shall refrain from attempting, threatening, and conducting violence towards another employee, and will co-operate with any person who is involved with investigating violence incidents.

(c) If there is an increased risk of being subject to violence in the workplace, the Town will inform all employees of the nature and extent of the risk from potential violence, in writing (except where the disclosure is prohibited by law).

(d) Incident procedures will be handled by management, or in the event of a conflict with management, the personnel committee of Council.

- i. Where an employee believes they have been exposed to violence in the workplace, that employee should tell management or the personnel committee of Council, as soon as possible, and file an Incident Report Form, as outlined in Schedule 'A' of this policy.
- ii. Once management or the personnel committee has received the Incident Report Form, an investigation will be undertaken.

- iii. The Town will document all incidents of alleged violence, the investigation, and its outcome, which may include documenting who is involved, potential witnesses, and any other related documents.
 - iv. Where an allegation of violence has been filed, the Town has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment, and/or helps to facilitate an investigation, including should that mean removing the individual from the workplace.
 - v. The Town may place an employee on leave if it is deemed necessary to protect that employee's safety.
 - vi. The investigation will include a documented interview with the complainant, a documented interview with the respondent, a documented interview with any/all witnesses, and any other steps deemed necessary in the investigation process.
 - vii. Upon conclusion of the investigation where claims of violence have been substantiated, the Town will take the appropriate action, which may include reprimand, demotion, suspension, or termination of employment. If the alleged perpetrator of violence is a member of Council, reference will be given to the Council Code of Ethics Bylaw.
 - viii. Where an employee experiences injury or adverse symptoms as a result of work-related violence, the employee is encouraged to consult a physician for treatment or referral for post-incident counselling. The Town will credit the employee's attendance as time at work and ensure there is no loss in pay or other benefits as a result of the workplace violence.
 - ix. Incident Report Forms will be reported to the RCMP as necessary.
 - x. The Town will conduct a risk assessment, using the Risk Assessment Checklist outlined in Schedule 'B,' and review as often as necessary to protect employees and to provide a safe working environment. The results of the risk assessment will be presented to Council for approval.
5. The Town will take the following actions to reduce or eliminate the risk of violence in the workplace:



- (a) Ensure all employees have access to appropriate personal protective equipment;
 - (b) Review and update emergency procedures, site security, and any applicable administrative processes;
 - (c) Make sure there is sufficient staffing to carry out tasks safely;
 - (d) Provide training and education so that all employees understand the risk and the controls to be followed for preventing exposure and responding to workplace violence; and
 - (e) Monitor the effectiveness of control measures through safety inspections.
6. No action will be taken against an employee who has filed an incident form in good faith which is found to be unsubstantiated; however, where an incident is proven to have been filed fraudulently or maliciously, disciplinary action may ensue.
7. The Town will not disclose the name of a complainant or the respondent or the circumstances related to the incident to any person, except where disclosure is necessary for the purpose of investigating the incident or taking corrective action with respect to the incident, or as required by law.
8. Appropriate actions will be taken to deter any future incidents from happening.
9. The Town will provide training for its employees and Councillors to include:
 - (a) The means to recognize potentially violent situations;
 - (b) The procedures, work practices, administrative arrangements, and controls that have been developed to reduce the risk to employees;
 - (c) The appropriate responses of employees to incidents of violence, including how to obtain assistance; and
 - (d) The procedures for reporting violent incidents.
 - (e) Training for employees will include registration for “Violence in the Workplace: Awareness” as provided by the Canadian Centre for Occupational Health & Safety and WorkSafe Saskatchewan. Employees will have one year, from their date of employment, or from the date of this policy, to register for the training.
10. Any employee experiencing violence outside the workplace that may create a risk of danger to themselves or others in the workplace, is encouraged to report such violence to management, so that the Town can take reasonable preventative steps to reduce this risk of violence.



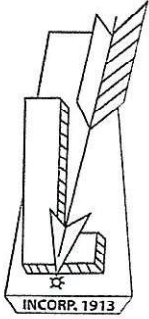
11. Where necessary, the Suspect & Vehicle ID Report Form provided in Schedule 'C' shall be used to report a suspect and/or their vehicle.

This policy was adopted Nov. 13, 2025.

J. Council
MAYOR

[Signature]
ADMINISTRATOR





Schedule 'A'

Town of Lafleche Violent Incident Report Form
Schedule 'A' to the Workplace Violence Policy

General Information

Date & Time of Incident: _____

Name of Employee: _____

Job Title: _____

Location of Incident (as specific as possible): _____

RCMP Notified? Yes No Medical Attention/First Aid Obtained? Yes No

Advised of Right to Consult a Medical Professional? Yes No

WCB Form Completed? Yes No

Describe the Incident (as specific as possible): _____

Witness Information

Name: _____ Phone: _____

Name: _____ Phone: _____

Suspect Information

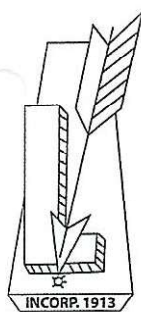
- Customer/Ratepayer Former Employee Delivery Person
 Current Employee Council Member Other: _____

Name & Contact Information (if known): _____

Was the suspect involved in previous incidents? Yes No

Please provide any other relevant information on the reverse of this page.

Schedule 'B'
Risk Assessment Checklist



Potential Risk Factors	Yes	No	N/A
Do employees acknowledge ratepayers/customers with a friendly greeting, smile, and make eye contact?			
Are employees trained to recognize potentially violent situations?			
Are employees trained/experienced in the safe handling of irate customers, ratepayers, suspicious individuals, and thieves?			
Are violence prevention techniques built into daily tasks, such as cash handling and deposits, meeting with customers, etc.?			
Are employees trained on what to do during a robbery?			
Are employees trained on post-robbery procedures, such as reporting to the RCMP, suspect identification, right to medical assistance, etc.?			
Do employees know they have a right to medical aid without loss of pay or benefits after a robbery?			
Municipal Workplace Appearance, Lighting, Organization, & Signage	Yes	No	N/A
Are employees and customers/ratepayers visible to potential witnesses outside of the municipal workplace?			
Do video surveillance monitors help employees see the exterior of the municipal workplace?			
Are there video surveillance cameras?			
Are the video surveillance cameras visible for all in the office to see?			
Is there signage to indicate a small amount of cash and video surveillance on the premises?			
Is public access to washrooms controlled?			
Are backdoors and/or side doors locked and only accessible to employees with keys?			
Are there door alarms to alert employees when someone enters the office?			
Are emergency numbers and contact information where employees can quickly access the information?			
Is there a silent hold-up alarm installed?			
Is there a written procedure for opening and closing that emphasizes personnel safety?			
Employees Working Alone	Yes	No	N/A
Do employees have a copy of the most recent version of the Work Alone Policy and/or know where a copy is located?			
Is there someone appointed to contact an employee at regular intervals throughout the day to ensure they are okay?			
Is there a check-in and check-out procedure in place?			

Handwritten signature

Handling Money and Deposits in the Municipal Office	Yes	No	N/A
Is there a procedure for cash handling and deposits?			
Is money kept in a drop box, safe, or strong room out of sight?			
Does the time and routine for making deposits vary from time to time to make it less predictable?			
Do employees transport the deposit in a bag with the company logo on it or which makes it obvious they are carrying a deposit?			
Regular Checks of Policy	Yes	No	N/A
Do employees have a copy of the most recent version of the Workplace Violence Policy and know where a copy is located?			
Does Council conduct risk assessments for violence every three years and revise the policy accordingly?			
Does Council revise the policy when there are significant changes to the workplace design and/or work procedures?			
Does Council and/or management investigate violent incidents?			
Does Council accept recommendations from the OHC representative and/or employees, take corrective action and update the policy accordingly?			
Does Council provide employees with an up-to-date copy of the policy and have all employees retrained on the revised elements?			

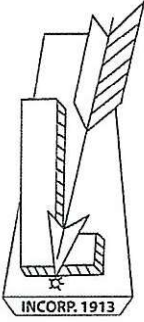
*JC
MUN*

Schedule 'C'

Town of Lafleche Suspect & Vehicle ID Report Form
Schedule 'C' to the Workplace Violence Policy

General Appearance

Please provide on the reverse of this page any other relevant information which may not fit on this page or in the provided space.



Gender: _____ Age: _____ Height: _____

Weight/Build: _____ Hair Colour/Type: _____

Complexion: _____ Race: _____

Scars/Tattoos/Identifying Marks: _____

Outfit (including accessories): _____

Facial Features Include Specific Features as Remembered:

- Hair Texture/Style
- Skin/Hair Colour
- Shape of Eyebrows
- Shape/Size of Eyes
- Shape of Nose
- Shape/Size of Mouth/Lips
- Moustache/Beard
- Wrinkles
- Ear Shape/Cheek Size
- Neck Shape/Adam's
- Apple

What did the suspect say/do? _____

Any tools or weapons? _____

Vehicle Information

Colour: _____ Make/Model: _____ Plate: _____

Identifying Features (rust/damage/stickers/rims/covers): _____

Direction of Travel: _____ Other: _____

Handwritten initials/signature

