

**TOWN OF SYLVAN LAKE LIBRARY BOARD**  
**VIOLENCE AND HARASSMENT POLICY**

Sylvan Lake Municipal Library promotes an abuse-free environment in which all people respect one another and work together. Any act of violence or harassment committed by or against any individuals affiliated with this organization is unacceptable conduct and will not be tolerated. The Library adheres to the Occupational Health and Safety Code of Alberta (ch. 0-2, RSA 2000).

The purpose of this policy is to ensure that

- a) individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed;
- b) those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- c) individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

Employees or any other individuals affiliated with this organization shall not subject any other person to workplace violence or allow or create conditions that support workplace violence. No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.