



# **CICK Harassment and Violence Prevention**

## **Policies and Procedures**

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**Approved July 1, 2022**

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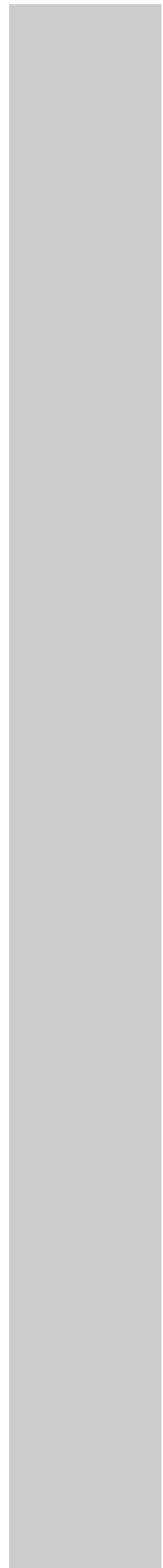




**Part A**

# **Equity and Diversity Policies**







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## Chapter 1

# Equity and Diversity Policies

## CICK's Commitment

The **Smithers Community Radio Society** (hereafter referred to as **CICK**) is committed to providing a workplace where the dignity and self-esteem of every worker/volunteer is respected. The Radio Station upholds the right of every person to be free from harassment and discrimination of any kind in the station.

This Human Resources and Employment Policy applies to all CICK employees, including full-time, part-time, temporary and casual employees, summer students and volunteers (collectively, "Workers") while in the workplace, on radio premises, or during work-related and/or social functions.

## Objectives

The main objectives of this policy are:

- to eliminate barriers in the workplace and to foster a work environment that respects people's dignity, ideas and beliefs; and
- to promote employment equity, diversity and inclusiveness in the workplace.

CICK demonstrates its commitment to equity, diversity and inclusiveness by providing a supportive work environment and culture that welcomes members of designated groups.

Under human rights and other legislation in Canada, it is generally against the law to discriminate on the basis of race, sex (including pregnancy), colour, gender, gender identity, gender expression, age, national or ethnic origin or ancestry, religion, marital status, family status, disability and sexual orientation. Some provincial laws prohibit or protect discrimination on additional grounds, such as political beliefs and criminal convictions.

CICK does not condone any form of discrimination. CICK endorses and embraces all applicable human rights and accessibility legislation. This policy prohibits discrimination in the workplace.

## **Responsibilities**

The Station Manager, Board Directors and Station Staff shall:

- create and maintain a workplace and any CICK organized events free from discrimination
- ensure that this policy is available to all staff, accessible and supported
- empower and train supervisors and managers to reinforce diversity and inclusion and provide opportunities for capacity-building and action
- ensure that equity and diversity are considered in all aspects of departmental planning, processes and strategies
- intervene when discrimination and/or harassment issues arise
- accept good faith requests for accommodation and work with employees to develop accommodation plans where necessary
- prevent discrimination by:
  - engaging in behaviour in support of this policy
  - communicating and supporting CICK's objective of a workplace free from discrimination and a

workforce that is representative of the population it serves

- acting in a timely manner (maximum 2 weeks) to address behaviours that are contrary to this policy
- taking all incidents and concerns seriously
- implementing changes to employment systems, removing barriers and taking other related actions as appropriate
- ensuring that staff are aware of their rights and responsibilities conferred by this policy and Human Rights and Employment legislation.

Workers shall:

- report barriers to equal opportunities
- notify a supervisor or manager of a need for employment-related accommodations and consult with Harassment Prevention Team or other professionals on the most appropriate accommodation
- report experiences of harassment or discrimination in the workplace to one of the following: Station Manager, Station Staff, CICK Event Coordinator, The Harassment Prevention Team

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**Note** For more information, see Part B, "Harassment and Violence Prevention Policies".

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For questions regarding this policy, please contact the Station Manager at 250-847-8769 or [info@smithersradio.com](mailto:info@smithersradio.com).

This policy was adopted in March, 2022.

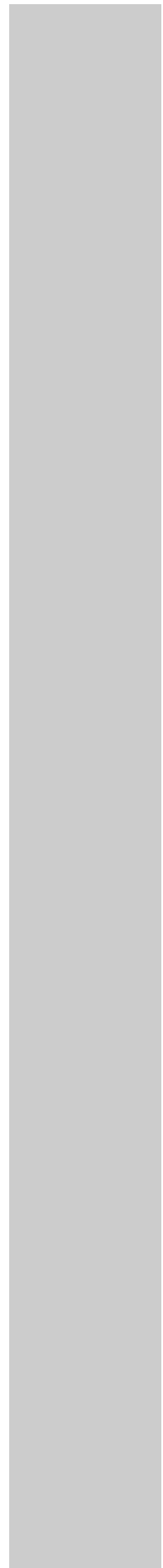




**Part B**

# **Harassment and Violence Prevention Policies**







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## Chapter 2

# Overview

## Mission Statement

Smithers Community Radio Society, in cooperation with our staff, is committed to a healthy, harassment-free and violence-free environment for all our employees and volunteers. Smithers Community Radio Society has developed a policy intended to:

- prevent and respond to workplace harassment and violence of any type
- effectively address any incident that might occur.

## Application of Policies

The policies outlined in this document apply to all employees, volunteers and contractors at Smithers Community Radio Society who are engaged in work, work-related activities or work-related relationships. They apply to employees, volunteers and contractors both on station property and outside of station property. These policies apply to all incidents of workplace harassment and violence, including sexual harassment and sexual violence, family violence and third party violence.

## Privacy Protection

Smithers Community Radio is committed to the protection of the privacy of the persons involved in an occurrence. As such, the Health and Safety Representative (see definition) is not permitted any involvement in the resolution process of an occurrence (unless also on the Harassment and Violence Prevention team) (see definition). Only

trained volunteers and staff in the Harassment and Violence Prevention team will engage in the resolution process with the principal party and responding party. Further, we will not permit an investigator to disclose in any report it produces, the identity of any of the persons involved in an occurrence or the resolution process for an occurrence. This includes the principal party, responding party, witnesses and any other individuals interviewed by the investigator.



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### Chapter 3

# Defining Harassment and Violence

The *Canada Labour Code* (the Code) defines harassment and violence at subsection 122(1) as “any action, conduct or comment, including of a sexual nature that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee or volunteer including any prescribed action, conduct or comment.”

## Defining Harassment

Harassment can include, but is not limited to any of the following acts or attempted acts:

- spreading rumours or gossip about an individual or group
- cyber bullying (threatening, spreading rumours or talking negatively about an individual online)
- threats made over the phone, by email, or through other medium to an employee or volunteer
- making offensive jokes or remarks
- playing unwanted practical jokes
- socially excluding or isolating someone
- stalking or inappropriately following a person
- tampering with someone’s work equipment or personal belongings
- vandalizing or hiding personal belongings or work equipment
- impeding a person’s work in any deliberate way

- persistently criticizing, undermining, belittling, demeaning or ridiculing a person
- intruding on a person's privacy
- public ridicule or discipline
- unwelcome physical contact
- sexual innuendo or insinuation
- unwanted and inappropriate invitations or requests, including of a sexual nature
- displaying offensive posters, cartoons, images or other visuals
- making aggressive, threatening or rude gestures
- misusing authority, including:
  - constantly changing work guidelines
  - restricting information
  - setting impossible deadlines that lead to failure, and/or
  - blocking applications for leave, training or promoting in an arbitrary manner
  - engaging in any of the actions, conduct and comments outlined above against a person because of that person's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, disability, or any of the other prohibited grounds that the *Canadian Human Rights Act* lists.

## **Behaviours Outside the Harassment Definition**

The following would not be considered harassment:

- consensual workplace banter and interactions (unless it includes hurtful remarks about others, especially if they pertain to any of the prohibited grounds listed above)
- reasonable management action carried out in a fair way, such as day-to-day actions by a supervisor or manager related to performance, absenteeism, assignments, discipline, dismissal (unless it is abusive or discriminatory) and every workplace disagreement.

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**Note** If a conflict is poorly handled or left unresolved, it can lead to harassment.

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## Defining Violence

Violence can include but is not limited to the following acts or attempted acts:

- verbal threats or intimidation
- verbal abuse, including swearing or shouting offensively at a person
- contact of a sexual nature
- kicking, punching, scratching, biting, squeezing, pinching, battering, hitting or wounding a person in any way
- an attack with any type of weapon
- spitting at a person





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## Chapter 4

# Roles

## Smithers Community Radio Roles

The role of Smithers Community Radio in relation to harassment and violence prevention includes the following:

- Smithers Community Radio will ensure a Health and Safety Representative (**HSR**) has been appointed. In regards to this document the **HSR** will be the Station Manager. In the event that the Station Manager can not assume the role of **HSR**, the society board of directors will appoint another representative and communicate to staff and volunteers at the station. The Harassment and Violence Preventative Team can review and replace the Health and Safety Representative at any time.
- committing to preventing harassment and violence in the workplace
- jointly reviewing and, when necessary, updating this policy with the **HSR** at least **once every 3 years** or following any change to an element of this policy
- jointly conducting an initial workplace assessment with the **HSR**
- jointly monitoring and, when necessary, updating the workplace assessment with the **HSR** when there is:
  - a change to the risk factors identified, or
  - a change in the effectiveness of the preventive measures that have been developed and implemented
- jointly reviewing the workplace assessment with the **HSR** and, when necessary, updating it
- jointly developing emergency procedures with the **HSR**
- deploying the workplace emergency procedures whenever an incident, including an incident of family violence or domestic

violence, poses an immediate danger to the health and safety of an employee or volunteer or there is a threat of such an incident

- jointly reviewing and, when necessary, updating the emergency procedures with the **HSR**
- making available to all employees and volunteers information related to support services
- jointly developing or identifying harassment and violence prevention training with the **HSR**
- delivering harassment and violence training to all employees and volunteers who play a role in the **HSR** or Harassment and Violence Prevention team (**HVP**) and the designated recipient
- jointly reviewing and, when necessary, updating the training with the **HSR** at least once every **3 years** and following any change to an element of the training
- ensuring that the designated recipient correctly follows the resolution process that is outlined in this document
- for investigations into an occurrence of harassment and violence, providing a copy of the investigator's report to the principal party, responding party, and **HVP** team
- jointly determining with the **HVP** team which recommendations from the investigator's report should be implemented
- implementing the jointly determined recommendations from the investigator's report
- ensuring the resolution process is completed within 1 year after the day on which a notice of an occurrence is received
- reporting to the Labour Program employee or volunteer deaths resulting from occurrences of harassment and violence, within 24 hours of becoming aware of the death
- complying with all other aspects of the Regulations and the Code as it relates to harassment and violence

## Designated Recipient (HVP) Role

Under this policy, the Harassment and Violence Prevention team (**HVP**) will act as the designated recipient. The **HVP** is composed of at least one board member, the Station Manager and potentially one or more qualified individuals. Each member of the HVP team will receive appropriate training within 3 mths of appointment. The **HVP** team role is for **one year** and can be renewed at a Smithers Community Radio Society board meeting. The role of the **HVP** Team in relation to harassment and violence prevention at Smithers Community Radio includes:

- attempting to respond to all notices of an occurrence within 3 days of receiving the notice with a maximum of 7
- ensuring workplace harassment and violence prevention policy is provided to the principal party that outlines each step in the resolution process
- Informing the Principal party of their right to have representation during this process. Representation can include (but is not limited to)
  - a colleague
  - a spouse or partner
  - a family member
  - a friend
- conducting an initial review of every notice of an occurrence:
  - reviewing every notice of an occurrence with the principal party against the definition of harassment and violence outlined subsection 122(1) of the Code
  - making every reasonable effort to resolve an occurrence for which a notice has been provided
  - allowing the principal and responding parties the option of participating in conciliation if they both

agree to participate and on who will facilitate the conciliation

- providing notice of an investigation to the principal and responding parties if the principal party requests an investigation
- in the case of an investigation, selecting a person to act as an investigator from the list of trained investigators developed jointly by Smithers Community Radio and the **HSR**. This list is reviewed annually and is made available on the Smithersradio.com website within the About section
- ensuring selected investigators have the necessary knowledge, training and experience required by the Regulations.

As to the final point above, CICK requires the following knowledge, training and experiences:

- training in investigative techniques
- knowledge, training and experience related to harassment and violence in the workplace
- knowledge of the Canada Labour Code, Part II, The Canadian Human Rights Act and other relevant legislation
- no conflict of interest in the occurrence
- providing investigators all the information that is relevant to their investigation
- providing monthly status updates to the principal and responding parties on the status of the resolution process

Finally, documentation of past cases will be kept in confidence indefinitely for historical tracking and reference.

## Health and Safety Representative (HSR) Role

The **HSR** at Smithers Community Radio will be the Station Manager. The role of the **HSR** in relation to harassment and violence prevention at Smithers Community Radio includes:

- implementing the preventive measures developed by the **HSR** at the local workplace level
- jointly reviewing and updating with Smithers Community Radio the workplace assessment:
  - in situations where the principal party chooses to end the resolution process but the occurrence is not resolved, or
  - in situations where the responding party is not an employee or the employer (for example volunteers, contractors, former partners)
- jointly determining with Smithers Community Radio which of the investigator's recommendations from the investigator's report are appropriate to implement

## Volunteer and Employee Role

The role of all volunteers and employees in relation to harassment and violence prevention at Smithers Community Radio include:

- refraining from committing harassment and violence
- where appropriate and safe, informing a person committing harassment and violence that their actions are inappropriate and unwelcome
- reporting all occurrences of harassment and violence to their supervisor or the **HVP** team when they experience or witness it
- where appropriate, making every reasonable effort to resolve an occurrence of harassment and violence through negotiated resolution if they were a party to an occurrence
- cooperating with an investigator and the investigation process related to an occurrence
- refraining from retaliatory behaviour against the principal party, responding party, witnesses and any other individuals who are involved in the resolution process for an occurrence
- respecting the confidentiality of the information shared throughout the resolution process of an occurrence



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## Chapter 5

# Background Factors

There are a number of factors that can contribute to workplace harassment and violence. These factors can be divided into 5 general categories:

- people characteristics
- physical work environment
- work activity/culture
- job factors, and
- other external factors

## People characteristics

Working with people that exhibit certain characteristics can put employees at greater risk of harassment and violence. This can include working with people who may lash out at the closest person due to:

- being angry and frustrated with the system
- having a history of violence
- a mental health condition, emotional disorder, or a head injury
- racist, sexist, homophobic, transphobic, ageist, ableist or otherwise discriminatory attitudes and behaviors
- being under the influence of drugs or alcohol

## Physical work environment

Certain work environments and workplace designs can result in additional risks that may lead to harassment and violence. In relation to CICK, the environment our volunteers and employees experience may

include the following:

- working alone, in small numbers or in isolated or low-traffic areas which is common in our studio
- working in community-based settings (music festivals, etc.)
- having a mobile workplace
- working in a poorly designed area, such as our cramped studios or music library where there is poor visibility of volunteers or staff
- working in an overcrowded environment (music festival)
- working in an environment with high noise levels (fundraising events)

## **Work activity and culture**

Certain work activities and workplace cultures can result in additional risks that may lead to harassment or violence. In relation to CICK, the environment our volunteers and employees experience may include the following:

- working with the public
- handling money, or items of significant value (e.g., sound equipment)
- working in an environment that tolerates or promotes racist, sexist, homophobic, ageist, ableist, or otherwise discriminatory attitudes and behaviours
- working during periods of intense organizational change (e.g, strikes, privatization, restructuring, downsizing)
- working in the same workplace with an (ex-)partner who is abusive

## **Job factors**

Aspects specific to a job, such as mental and physical demands of the job, can result in additional hazards that may lead to harassment and violence. This can include the following:

- a lack of control over how work is done
- an excessive workload
- unreasonable or tight deadlines leading to high stress
- confusing, conflicting or unclear job or roles
- ambiguous or complicated reporting structures
- a lack of job security

## **Other external factors**

Other external factors that can result in harassment and violence include the following:

- family violence or domestic violence, such as a family member or (ex-)partner





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## Chapter 6

# Training

Smithers Community Radio will provide all of its employees and those on the **HSR** and **HVP** teams with a harassment and violence training course. This course will cover the following:

- elements of the workplace harassment and violence prevention policy
- the relationship between workplace harassment and violence and the prohibited grounds of discrimination under the *Canadian Human Rights Act*
- how to recognize, minimize and prevent workplace harassment and violence

All new employees will receive training within **3 months** after the day on which their employment begins. Further, all employees will receive this training again at least once every **3 years**.

The following groups will receive training on their obligations in relation to harassment and violence at least once every **3 years**:

- managers
- members of the **HVP** Team





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## Chapter 7

# The Resolution Process

In this chapter is a summary of the resolution process. The process includes how a principal party, or witness, can submit a notice of an occurrence.

## Notice of an Occurrence

You are encouraged to notify the Station Manager or the HVP Team (the designated recipient) in the following cases:

- you are an employee or volunteer who experience harassment and violence in the workplace, or
- you are an individual (employees or non-employees) who witnessed an occurrence of harassment and violence in the workplace

Notify the HVP Team by telephone at 250-847-9455, or by email at [CICK-HVP@smithersradio.com](mailto:CICK-HVP@smithersradio.com)

The HVP Team will ask the employee or individual to fill out a form, in which they provide the following information:

- the name of the principal party and the responding party (if known)
- the date of the occurrence
- a detailed description of the occurrence

If an employee or individual is not able to provide this information in written form, they may provide this information to the HVP Team orally. The HVP Team will then transcribe the information for them on the form.

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**Note** In order to proceed with the resolution process, it is mandatory to provide the name or identity of the principal party who was involved in the occurrence. If you do not provide the name or identity of the principal party, the occurrence will not be further reviewed.

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Smithers Community Radio cannot reveal the identities of the parties involved in the resolution process for an occurrence to either the HSR without the consent of the parties. However, the identities of the parties may be revealed to each other as part of the resolution process.

## Negotiated Resolution

Negotiated resolution is a form of informal resolution where the principal party meets with the employer or designated recipient to:

- discuss the occurrence
- clarify what was submitted in the notice of occurrence, and
- attempt to reach resolution internally

During a negotiated resolution, the HVP Team will ask the principal party to meet, either in person or by phone, with a member from the HVP Team. This meeting is for an initial discussion regarding the occurrence. During this discussion, the member of the HVP Team and the principal party will review the notice of occurrence that they received against the definition of harassment and violence in the Code. Together, they will try to determine whether the occurrence meets the definition. If both the member of the HVP Team and the principal party agree that the occurrence does not meet the definition, then they will deem the occurrence as resolved. If the member of the HVP Team and the principal party do not agree as to whether the occurrence meets the definition, and the principal party wishes to continue with the resolution process, then the principal party has the option of either:

- continuing with negotiated resolution, or
- pursuing conciliation and/or an investigation

If the principal party wishes to continue with a negotiated resolution, they must inform the HVP Team of this decision. The HVP Team will schedule a series of meetings with the principal party. At the meetings, where applicable, the responding party will discuss the occurrence and attempt to achieve resolution. The responding party does not have to be informed of the principal party's notice of occurrence or be involved at

this stage of the resolution process. This is only if the principal party does not wish for them to be notified or involved. The HVP Team can arrange for any of the following meetings:

- meetings with only the principal party and a member from HVP Team
- meetings with the principal party, responding party and a member from the HVP Team
- meetings between the principal party and a member from HVP Team with concurrent but separate meetings between the responding party and a member from the HVP Team

The HVP Team will attempt to reach resolution with the principal party within 45 days after the day on which the notice of an occurrence is received.

## Conciliation

A principal party and responding party may engage in conciliation at any time during the resolution process. However, conciliation can only proceed if both the principal party and the responding party agree to engage in conciliation. They must also agree on the person who will facilitate the conciliation. However, conciliation can only proceed if an investigator has not provided their final investigation report.

The principal party and responding party are required to inform the HVP Team of their desire to participate in conciliation. The HVP Team will then facilitate discussion around the selection of a conciliator who is agreeable to both parties. The HVP Team will also schedule time for both parties to meet with the conciliator. The conciliator may or may not be another member of the organization.

## Investigation

When no resolution is found through negotiated resolution or conciliation, and when requested to do so by a principal party, an investigation will occur. The HVP Team will then:

- provide notice of an investigation to the principal and responding party, and
- select an investigator from the list that has been jointly developed with the HSR

The selected investigator will investigate the occurrence and provide Smithers Community Radio a report outlining the following:

- a general description of the occurrence
- their conclusion (which will include the circumstances that contributed to the occurrence), and
- their recommendation to eliminate or minimize the risk of a similar occurrence

Smithers Community Radio will then provide a copy of this report to the principal party, responding party and the HVP team.

The report will not reveal, directly or indirectly, the identity of the persons who were involved in the occurrence or the resolution process for the occurrence.

Smithers Community Radio and the HVP will then meet to determine which of the recommendations in the investigator's report are to be implemented. Smithers Community Radio will aim to implement those recommendations within **6 months** and a maximum of **1 year** of receiving the notice of occurrence.

Smithers Community Radio may take into consideration the findings in an investigator's report when applying disciplinary measures. However, disciplinary measures will also depend on the findings from a separate administrative investigation that the Smithers Community Radio will conduct in some circumstances.

Smithers Community Radio cannot use the findings in an investigator's report for any of the following purposes:

- in the case of paid staff specifically: replenishment of sick leave
- in the case of paid staff specifically: granting of any additional paid or unpaid leave
- monetary remuneration for damages

However, the section Recourse avenues in this policy describes other recourse methods an employee can pursue.

The principal party may stop the resolution process at any time. They must inform the HVP Team or designated recipient that they are choosing not to continue with the process. If an investigator has filed a report, neither the negotiated resolution nor conciliation mechanisms may be used.

## **Protection Against Reprisal**

Parties involved in an occurrence are forbidden from seeking retaliation. If you experience any retaliatory action or threat of retaliatory action from the responding party, witnesses, management, or other people within or outside the organization, please inform the HSR or the HVP Team immediately.





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## Chapter 8

# Workplace Assessment

The HVP Team will conduct a joint workplace assessment. The assessment will examine the following:

- internal factors, including the culture, conditions, activities and organizational structure
- external factors, including family violence that may occur in the workplace
- any reports, records or data about harassment and violence
- the physical design of the workplace
- any measures that are in place to protect psychological health and safety

Smithers Community Radio must work with the HSR to develop preventive measures to reduce risks (and not create any further risks), develop a plan to put these measures in place, and then implement the plan. These preventive measures must be developed and implemented within **six months** after the risk factors are identified.

If necessary, they will update the workplace assessment if an employee submits a notice of an occurrence and the resolution process cannot proceed for any of the following reasons:

- the principal party chooses to end the resolution process at any point during the resolution process but the occurrence is not resolved
- the responding party is not an employee or volunteer of the employer

The purpose of the review and update of the workplace assessment is to:

- determine what happened, taking into account the circumstances of the occurrence
- determine whether all risk factors have been appropriately identified
- develop new preventive measures, if needed, to mitigate the risk of a similar occurrence

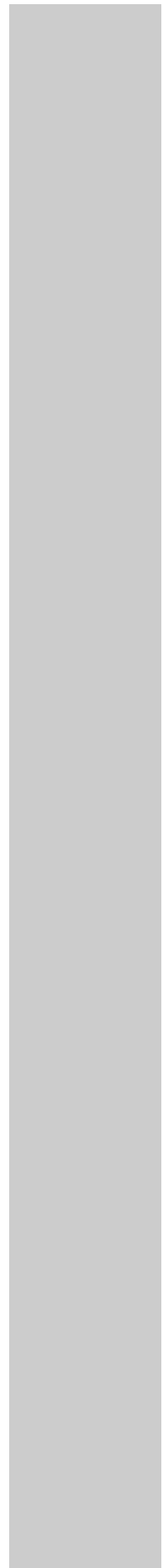
For more information, consult the sample risk assessment or on our website at [www.smithersradio.com/page/cick-policies](http://www.smithersradio.com/page/cick-policies).



**Part C**

# **Emergency Procedures and Recourse**







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## Chapter 9

# Emergency Procedures and Recourse

If a harassing or violent incident poses an immediate danger to the health and safety of an employee or volunteer, or if there is a threat of such an occurrence, please contact the Station Manager at **778-210-0990** or call **911 for emergency services** (police, fire and ambulance).

In this chapter is a summary of the emergency procedures that the Smithers Community Radio must implement in various types of situations.

## Violence in the Workplace

If you witness or experience violence at work:

- remove yourself from the situation if you can
- inform the station manager or seek help from a co-worker immediately
- if the station manager is the perpetrator, notify another staff member, a representative of the Board in the line of authority or the HVP team.
- if your physical security or well-being is threatened if possible call 911
- contact the Emergency Contact individual(s) that are posted within the train-car studio or within the CICK Orientation Manual as soon as you are able to do so.

## Tips on De-Escalating a Violent Situation

The following are suggestions for de-escalating a violent situation:

- stay calm
- try to calm the other person or diffuse the situation
- avoid saying or doing anything that could aggravate the situation
- avoid eye contact or sudden movements that can be perceived as threatening
- respect the person's personal space
- continue the conversation with the person only if the person calms down
- tell the person that you understand the reason for their anger
- if the behavior persists, end the conversation
- politely notify the person that you will leave the work area or ask them to do so
- notify the station manager or seek help from a co-worker immediately (contact info on studio wall)
- if the person refuses to leave the premises and the situation escalates call 911

## Recourse Avenues

Employees or volunteers can pursue multiple recourse avenues for their occurrence. This includes:

- pursuing recourse under the *Canadian Human Rights Act* with the *Canadian Human Rights Commission*, or
- pursuing recourse under the *Criminal Code*

## Notices Submitted in Bad Faith

Notices of harassment and violence that are identified throughout the resolution process as having been made in bad faith may be subject to disciplinary action.

## **Non-Compliance Complaints**

In accordance with section 127.1 of the Code or Regulations, if you, as an employee or volunteer believe that there has been a contravention of the Code as it relates to an occurrence of harassment and violence, you may make either an oral or a written complaint to both the Station Manager and the HPV team. You can reach Glen Ingram at 250-847-8769 ([glen@smithersradio.com](mailto:glen@smithersradio.com)) and the HPV team at [CICK-HVP@smithersradio.com](mailto:CICK-HVP@smithersradio.com).

## Active Shooter Incidents

If you witness an incident involving an active shooter outside the train-car:

- stay out of sight (away from windows) and warn colleagues and visitors
- leave the area at risk
- when safe to do so, call 911, the emergency contacts within train-car studio and other building occupants
- if you cannot evacuate the building safely, lock the outside doors and close the blinds and curtains
- wait for instructions from first responders
- If you witness an incident involving an active shooter inside the train-car:
  - stay calm
  - if you can do so safely, leave the area immediately
  - warn as many others as possible without attracting the attention of the assailant
  - if you can do so safely, call 911 and notify the emergency contacts available on the studio wall and other building occupants
  - lock the doors, and close the blinds and curtains
  - if you are in a washroom, remain there if safe to do so
  - silence your cellphone, turn off radios and computers
  - if you cannot escape, remain silent and hide until first responders arrive
  - wait for instructions from first responders

## Receiving a Bomb threat

If you are made aware of a bomb threat by telephone:

- listen to the caller calmly and do not interrupt them
- try to get as much information as possible, such as:
  - when the bomb is supposed to explode
  - where the bomb is located
  - description of the device
  - reason for the call or motivation for the threat
  - telephone number on the display screen (if possible)
- remember any details you can about the caller, such as:
  - approximate age
  - gender
  - accent
  - level of nervousness
  - any background noise
- call 911 and inform the station manager or notify the emergency contacts available on the studio wall
- remain available to provide information to first responders

If you are made aware of a bomb threat by email or letter:

- save the email or letter
- send it immediately to the police and Station Manager

If a bomb alert is activated (for example, over intercom):

- visually inspect your immediate work area including:
  - wastepaper baskets
  - storage areas
  - dislodged suspended ceiling panels
  - furniture that has been moved
  - closets
- inform the station manager of the results of your search
- if you find a suspicious package, do not touch it and inform the police and station manager immediately
- do not evacuate the building until the security services authorize you to do so.

## Support Measures

Employees and volunteers can access a list of medical, psychological or other support services available within a 30 KM radius at the following links:

[domesticpeace.ca/contact/](http://domesticpeace.ca/contact/)

[www.smitherscommunitydirectory.com/directory](http://www.smitherscommunitydirectory.com/directory)

[www.crisisservicescanada.ca/](http://www.crisisservicescanada.ca/)

Suicide hotline 1-833-456-4566 (Canadian Mental Health Association)

Supports and resources related to family violence are available at <https://endingviolencecanada.org/>



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## Appendix A

# Glossary

The following definitions apply to this policy:

**Designated recipient** the team that has been designated by Smithers Community Radio, to whom a notice of an occurrence may be submitted. For the purposes of this Policy, the HVP Team will act as the designated recipient

**Occurrence** an occurrence of harassment and violence in the workplace

**Principal party** an employee, volunteer or employer who is the object of an occurrence

**Responding party** the person who is alleged to have been responsible for the occurrence in a notice of an occurrence provided to the designated recipient

**Witness** a person who witnessed an occurrence of harassment and violence or is informed of an occurrence by the principal party or responding party

**Workplace** any place where an employee or volunteer is engaged in work for the employee's/volunteer's employer as per 122(1) of the Code

**Work** required station activities

**Worker** an employee or volunteer performing necessary station activities

**Employee** a paid employee or contractor

**Volunteer** a non-paid individual. This can be a programmer or anyone involved in day to day station activities

**HSR** health and safety representative (often the Station Manager) who assists in defining policy, training and is often first to receive complaint

**HVP** Harassment and Violence Prevention team. This team consists of trained board members, staff and volunteers who enact the policy.