

Do the right thing. Check the Code.

Our Code of Conduct is connected to who we are as City employees and the values we share. It guides us on behaviours supporting Character, Competance, Commitment and Collaboration. And it's an essential tool that helps us make life better every day.

The City of Calgary Code of Conduct. Your behaviour matters.
Find out at calgary.ca/employeeecode



Code of Conduct: Workplace Violence Policy

Let's talk about Workplace Violence.

The Workplace Violence policy protects employees, citizens and anyone working at The City from harm. It includes both physical violence and damage to property as well as threats of violence and damage to property. Workplace violence encompasses a range of threats and violent behaviours that may impede The City's normal course of work, or make employees fear for their safety. It's important to understand these definitions so

you know what and when to report incidents of workplace violence. Remember – you should always take threats seriously.

The Workplace Violence policy was developed to be proactive and prevent violence from occurring in the workplace. It outlines the expectations of behaviour for employees, leaders and the Corporation when reporting and responding to violent incidents.

The policy applies to:
Employees
Contractors providing service for or to The City
Suppliers delivering material to The City
Volunteers
Members of Council and their employees
Members of the public

Some examples of workplace violence include:
Damage to property
Threats to deliberately damage property
Assaults with or without a weapon
Aggressive harassment
Domestic violence and other off-duty incidents that exhibit any of the above and continue or may continue in the workplace
Threats to injure an employee, group of employees or members of the public

Reporting Options - **When to report:**

You must report if you have:

- Been threatened
- Been subjected to a violent act at work or during the course of work
- Witnessed a threat or violent act against or by an employee
- Reason to believe that you or someone else may become a target of violence, including domestic violence

You should never intervene in a violent situation unless you're confident you can do so without risk to yourself or others.

Reporting Options - **How to report:**

There are a number of ways you can report workplace violence incidents. You can report to:

- <http://securityincident/>
- A member of your business unit's management team.
- Corporate Security at 403-268-8868
- The BAS Human Resource Business Partner in your work area.
- Your Business Unit's Safety Advisor
- Your union representative

If the situation presents an imminent threat to you or another employee's safety, you should call 9-1-1 and ask for the police. When it's safe to do so, report the incident to the Integrated Security Centre (ISC) Supervisor in Corporate Security at 403-268-8868.