

# PERSONAL SAFETY & ZERO TOLERANCE POLICY

## 1. OPENING STATEMENT

The Lake Traverse District members, staff, and Executives must treat everyone courteously and respectfully. Therefore, we ask our members to treat other members, staff, or Executives without violence, abuse, or harassment.

Executives and staff have the right to carry out their civic duties and work without fear of being attacked or abused. Therefore, any verbal, physical, or in-writing behavior that adversely affects members, staff, or Executives to feel uncomfortable, embarrassed, or threatened with a negative or harmful result is unacceptable.

The Personal Safety & Zero Tolerance Policy covers the harm, abuse, aggression, threats, bullying, or harassment made in person, by telephone, or in written communication, including on social media, and damage to District property, such as real estate, buildings, equipment, or software.

## 2. STATEMENT OF INTENT

2.1 Lake Traverse District Executives are committed to treating all members fairly and equitably, with dignity and respect, within a working environment free from all forms of harm, abuse, aggression, threats, bullying, or harassment.

2.2 Executives acknowledge that during Executive and Regular District Meetings and before and after hours of operation, members, staff, and Executives can be adversely affected when confronted by a member's harmful or damaging behavior. Therefore, while acknowledging that such incidents may arise, the Executives affirm that such behavior is entirely unacceptable.

## 3. LEGAL REFERENCES

3.1 Health & Safety at Work Act 1974

3.2 The Criminal Justice and Public Order Act 1994

3.3 The Protection from Harassment Act 1997

## 4. HARMFUL OR DAMAGING BEHAVIOR

4.1 Executives consider harmful or damaging behavior to be:

- Attempted or actual aggressive, threatening, or physical actions made toward any member, staff, or Executive or District property;
- The use of aggressive, threatening, or abusive language (such as swearing, shouting, or in writing) which threatens or intimidates members, staff, or Executives.

4.2 This policy applies throughout all Executive and Regular District Meetings, on and off District property, during and after business hours,

and applies to any member, staff, or Executive.

- 4.3 Any instance or threat of abuse or aggression, whether made in person, by telephone, or in written communication, including on social media, is recorded in an incident log.
- 4.4 District Executives reserve the right to remove any offender from Executive or Regular District Meetings or the District Center and immediately cease face-to-face or telephone contact with them. Individuals are notified verbally or in writing that their conduct is unacceptable, and the incident details have been logged. Furthermore, they are informed that only acceptable written correspondence, either by mail or email, is permitted in the future.
- 4.5 District Executives reserve the right to remove any offender from the Lake Traverse District Membership roster who adversely affects members, staff, Executives, or District property and causes substantial harm or damage (See Involuntary Relinquishment Policy and Procedure).

## 5. RESPONSIBILITIES

5.1 Executives and staff are responsible for the following:

- Ensuring that risk assessments are undertaken for any incidents of aggressive, abusive, or threatening behavior;
- Ensuring that working practices are reviewed and amended as appropriate as a result of any incidents reported;
- Managing the effectiveness of preventative measures through reporting, recording, and investigating incidents.

5.2 Members are responsible for the following:

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures issued by the Executives;
- Reporting all incidents at the earliest opportunity;
- Maintaining good communication to minimize risk.

## 6. SECURITY MEASURES

- 6.1 Executives and staff should ensure that another party has details of where they are going and an estimated time of return;
- 6.2 When meeting with a member or contractor, arrangements should be made to meet in a public place and not in their home;
- 6.3 Executives or staff have the right to refuse to meet with a member or contractor alone if they feel threatened or feel it would be inappropriate. For example, another Executive could be asked to attend with them.

- 6.4 Executives or staff are authorized to end phone calls with individuals who, during the conversation, behave in a threatening manner, as defined in Section 4.1.
- 6.5 Executives or staff must not reply to mail or email correspondence that includes threats or abuse from an individual that may be passed to the Police.
- 6.6 Executives or staff have the right to refuse to meet with any district member in person who has previously recorded incidents of threats, aggression, or abuse.

## 7. REPORTING

### 7.1 Recording Incidents:

Executives and staff are encouraged to record any incidents which cause concern in an incident log. Executives must review the incident log and consider whether action should be taken. Concerns about continuing or escalating behavior may be grounds to contact Tribal Police and for the member's removal from the Lake Traverse District Membership roster per the District's Involuntary Relinquishment Policy and Procedure.

### 7.2 Recording Accidents & Injuries:

Executives and staff are to review the accident book and consider appropriate measures to be taken to reduce future risk.

### 7.3 Report to Executives:

All incidents are reported to Executives at the next regular Executive Meeting. Data is collected on the number of incidents occurring, including the date and type of incident and any Police response. In addition, records must be maintained to document the personal details of the perpetrators in the incident.

This policy is adopted in response to motion \_\_\_ of the Regular District Meeting held April \_\_\_, 2023, and may only be retroactive after that date.