

EXPERIENCING ABUSE in the Workplace?



SEEK OUT IMMEDIATE ASSISTANCE IF THERE'S A VIOLENT INCIDENT

- › Request assistance from a coworker in the area or your manager
- › Initiate the appropriate Emergency Response Code
- › Call Protective Services/Security
- › Call 911 for law enforcement and/or report the incident to police

REFER TO YOUR EMPLOYER'S POLICY ON ABUSE OR HARASSMENT

- › This should outline a process for reporting your concerns and the responsibilities of your Employer to investigate and address the concern.

REPORT THE CONCERN TO YOUR EMPLOYER

- › Report the concern to your Employer using their reporting system: MySafetyNet (AHS), 1-855-342-8070 (Covenant), or other paper/phone reporting as specified by your Employer. Keep the reference number, if provided, to aid in follow-up.

ACCESS RESOURCES THAT ARE THERE TO SUPPORT YOU

REACH OUT TO UNA FOR SUPPORT & REPRESENTATION

- › Contact your UNA Local, Labour Relations Officer (LRO), or OH&S Advisor.
- › You are entitled to union representation at any meetings with the Employer regarding your concern.

REPORT TO WCB

- › If the incident causes an illness or injury (including psychological), report it to your Employer, your doctor or other health care provider, and WCB.
- › You can make a WCB report online at wcb.ab.ca
- › Reporting to your Employer or to UNA does not replace WCB reporting.

KEEP WRITTEN RECORDS

- › Document the date, witnesses, the who/what/where/when of the incident, and your thoughts, feelings, and symptoms related to this incident.
- › You may use the UNA Bullying & Harassment Documentation Template to record instances. This is an optional tool and is not required. una.ca/document/harassmentdocumentationtemplate

