



HUMAN RESOURCE POLICY

16.0 SECURITY **16.01 SECURITY OF STAFF**

Purpose

The purpose of this policy is to protect employees of the office of the Saskatchewan Information and Privacy Commissioner (IPC) from potential threats from visitors to our office and to ensure a means of communication in emergency situations while working alone onsite.

Application

This policy applies to all IPC employees.

Background

Although the likelihood of an altercation with a hostile person to our office is low, the IPC has taken measures to provide means of mitigating such risk and has provided means of communications if such an event occurs.

Employers, managers and employees all have a responsibility to ensure a safe workplace.

Policy

A security system has been installed to provide afterhours monitoring of office spaces and a means of emergency communication when employees are working alone or meeting with individuals.

Staff are to follow the safety procedures outlined in the document Security of Staff Guidelines.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Source

The Saskatchewan Employment Act