

Section/Number: Human Resources – 017	Approval Date: (DD/MM/YY)
Subject: Harassment Free Workplace	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to work in a harassment free workplace and are expected to abide by the conditions set out in this policy.</p>	
<p>Definitions</p> <ol style="list-style-type: none"> 1. Harassment is verbal or physical conduct that is offensive or shows hostility toward an individual because of that person's race, skin color, ancestry, nationality, religion, age, gender, national origin, age, sex, marital status, family status, sexual orientation, political beliefs or association or disability. <ol style="list-style-type: none"> 1.1. Harassment can also occur if conduct is directed toward a person's relatives, friends or associates. 2. Harassing conduct includes, but is not limited to, abuse; slurs; negative stereotyping; threatening, intimidating, or hostile acts including jokes or pranks that are hostile or demeaning; and written, graphic or electronic material that is offensive or shows hostility toward an individual or group. 3. Sexual harassment is behaviour, actions or remarks of a sexual nature that are unwarranted and unsolicited. <ol style="list-style-type: none"> 3.1. Sexual harassment includes, but is not limited to, sexual advances and/or verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters, material downloaded from the Internet, and sexually explicit e-mail communications). 	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All Community Government Councillors and employees are responsible for respecting the rights of others and contributing to a work environment that is free from harassment. 2. Harassment may include, but is not limited to, any and all situations described above. 	

3. All harassment complaints are treated seriously and confidentially and must be investigated by the Senior Administrative Officer (SAO) except where the complaint is against the SAO.
 - 3.1. If the complaint is against the SAO, the matter must be referred to the Mayor/Chief for investigation.
4. The complainant should keep a record of all related information surrounding the alleged harassment including:
 - 4.1. Names of people involved
 - 4.2. Locations, circumstances and nature of the behaviour
 - 4.3. Times and dates of the incidents
 - 4.4. Names of witnesses, if any
 - 4.5. Dates and names of individuals or supervisors that were advised of the harassment, and
 - 4.6. Dates of submission of harassment complaints and the names of persons who received the complaint.
5. Complaints must be made in writing and placed in an envelope marked "Strictly Confidential" and filed with the SAO or Mayor/Chief as appropriate.
6. The SAO or Mayor/Chief will begin an investigation into the complaint as soon as possible.
 - 6.1. The investigation will include speaking in confidence to the complainant(s), the accused person(s), and any witnesses.
7. The SAO or Mayor/Chief should take required actions to maintain a safe and productive work place while the investigation occurs.
8. The SAO or Mayor/Chief may decide that the accused person be suspended with pay for up to 30 days while the investigation takes place.
9. Within ten working days, the SAO or Mayor/Chief will write a report which includes:
 - 9.1. Detailed information concerning the complaint and the alleged incident(s)
 - 9.2. A conclusion as to whether harassment took place
 - 9.3. How the complaint should be resolved
 - 9.4. How similar problems can be prevented.
10. If the complaint is substantiated, the SAO or Mayor/Chief will take the appropriate Corrective Action up to and including suspension or dismissal.

11. If the complaint is found to be false, the SAO or Mayor/Chief may reprimand, demote, suspend or terminate the employment of the complainant if the complainant filed the complaint maliciously.

11.1. See Policy HR – 024 Termination of Employment if the employee is to be terminated.

12. All appropriate letters and documentation will be placed on the Personnel File of the accused person if the complaint is substantiated, or on the Personnel File of the complainant if the accusation is found to be false.

Attachments

N/A

References

Policy HR – 024 Termination of Employment