

POLICY

SECTION: Personnel

NUMBER: PER/01-23

TITLE: Harassment Prevention Policy

PAGES: 1

1. Purpose

The purpose of this policy is to provide a safe and respectful work environment for all staff and customers. No one may be harassed and no one has the right to harass anyone else, at work or in any situation related to employment with this organization. This policy is a step toward ensuring that our workplace is a respectful and safe place for all of us, free from harassment. The Town commits to making sure all of its employees and managers learn about harassment and the company's harassment policy. The Town will monitor this policy and make adjustments whenever necessary. If you have any concerns with this policy, please bring them to the attention of the Manager.

2. Definitions

2.1 Harassment – may be written, verbal, physical, a gesture or display, or any combination of these. It may happen only once, but often happens repeatedly. There are two main types of harassment. One type includes inappropriate conduct in any form about a person's;

- age,
- race
- creed, religion
- sex, sexual orientation
- marital status, family status
- economic status
- political belief, association or activity
- disability, size, weight, physical appearance
- nationality, ancestry or place of origin

A second main type relates to what is sometimes referred to as "bullying" behaviour that may involve;

- repeated humiliation or intimidation that adversely affects a worker's psychological or physical well-being

Approved by: Resolution 2023-150

Implementation Date: August 16/23

Review Date:

Signatures:

Mayor

Chief Administrative Officer

- a single instance so serious that it has a lasting, harmful effect on a worker

What is not considered harassment is reasonable actions by managers or supervisors to help manage, guide or direct workers in the workplace. This includes appropriate employee performance reviews, counselling or discipline by a supervisor or manager.

3. Policy

- 3.1. Employees are entitled to work free of harassment at the Town.
- 3.2. Employees have the responsibility to treat each other with respect. We ask that any employee who experiences harassment or sees another person harassed reports it to their supervisor or manager.
- 3.3. Employees are responsible to co-operate in the investigation of harassment complaints. Anyone who investigates or gives evidence in a complaint investigation is asked to keep details confidential until the investigation is complete.
- 3.4. All employees have the right to file a complaint with the Manitoba Human Rights Commission.
- 3.5. Management at the Town must ensure, as much as possible, that no employee is harassed in the workplace.
- 3.6. Management will take corrective action with anyone under their direction who harasses another person.
- 3.7. Management will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is;
 - necessary to investigate the complaint
 - a part of taking corrective action
 - required by law
- 3.8. The harassment prevention policy at the Town does not discourage or prevent anyone from exercising their legal rights.
- 3.9. The Town, its managers and supervisors are responsible for keeping a safe work environment, free of harassment.
- 3.10. If you are a manager or supervisor and you become aware of harassment you must do everything in your power to stop it, whether or not a complaint is made. Courts presume that employers and managers are responsible for being aware of harassment in their organization and may penalize them accordingly.
- 3.11. Managers and supervisors who ignore harassment leave themselves and their employer open to legal consequences, and will be disciplined by the Town.
- 3.12. If you are harassed, the first thing to do is tell the person harassing you to stop, if you feel comfortable doing that. You can do this in person or in writing.
- 3.13. If you feel unable to deal with him or her directly, you can speak to your supervisor or manager. There may be informal ways to handle your complaint.

Approved by: Resolution 2023-150

Implementation Date: August 16/23

Signatures:



 Mayor

Review Date: 

 Chief Administrative Officer

- 3.14. Your supervisor or manager may speak to the harasser. They may also arrange for mediation, in which a neutral third party helps the people involved reach an acceptable solution.
- 3.15. If the informal route does not succeed or is not appropriate, The Town supports its employees in filing a formal complaint. The complaint will be investigated thoroughly and promptly by an independent party (either within the organization or outside of it) trained to investigate such matters. When the investigation is complete, the investigator will provide a written report for management. The supervisor or manager will inform the person who filed the complaint and the harasser of any remedies or disciplinary action.
- 3.16. Employees who harass another person will be subject to corrective action by the employer. In most cases, the harasser will also be required to attend workplace behaviour training.
- 3.17. If the investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser.
- 3.18. When the investigation finds harassment occurred, the incident and the corrective action will be recorded in the harasser's personnel file.
- 3.19. The Town and management will not identify a complainant, an alleged harasser or any circumstances about a complaint, to anyone, except;
- when it is necessary in investigating the complaint
 - if it is part of disciplinary action
 - where required by law
- 3.20. Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment, will be considered to have committed harassment and will be subject to corrective actions described previously.

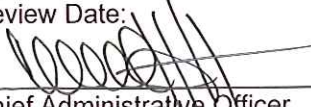
Approved by: Resolution 2023-150

Implementation Date: August 16/23

Review Date:

Signatures:


Mayor


Chief Administrative Officer