

# TOWN OF LAFLECHE

## POLICY 43-20 HARASSMENT

This policy complies with *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations*.

### PURPOSE

Every worker is entitled to employment free of harassment. The Town of Lafleche ("the Town") is committed to ensuring a productive work environment where the dignity and worth of every person is respected. Workplace harassment will not be tolerated and if so, reasonable steps will be taken to prevent harassment and stop it should it occur.

### DEFINITIONS

Pursuant to Section 3-1(1)(1) of *The Saskatchewan Employment Act*, **harassment** means:

- 1) Any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker based on race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age nationality, ancestry or place of origin; or adversely affects the worker's psychological or physical well-being and that the person knows, or ought to know, would cause a worker to be humiliated or intimidated.
- Personal harassment must involve repeat occurrences; however, a single serious incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker. It does not include any reasonable action taken relating to the management of the place of employment.
- Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature is offensive, unsolicited or unwelcome, is also prohibited.

This policy does not extend or apply to the day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, or the implementation of appropriate dress codes and disciplinary action. These actions *are not* forms of harassment, even if it may involve unpleasant consequences. Managerial actions will be carried out in a manner that are reasonable and not abusive. This policy does not extend to harassment that arises out of circumstances unrelated to the worker's employment. All co-worker gatherings that are not sponsored by the employer and occur after working hours, will not be covered as harassment.

### PROCEDURES

Council and its management will take all complaints of harassment seriously. This policy will be reviewed to ensure it is effective in the prevention and elimination of harassment in the workplace.

- 2) Informing all persons in the workplace of their rights and obligations
  - A copy of the Harassment Policy will be provided to all employees.
  - A statement of the Harassment Policy will be posted in the municipal office, Town shop, Water Treatment Plant and Nuisance Ground shed, in a location that is visible to all employees.
  - Upon its approval, management will discuss the Harassment Policy with all employees and management will be responsible to include the review of the Harassment Policy as part of new employee orientation.
- 3) In accordance with Part III of *The Saskatchewan Employment Act*, all employees, including management, shall refrain from causing or participating in the harassment of another employee, and will co-operate with any person who is involved with investigating harassment complaints.
- 4) Complaint Procedures will be handled by management, or in the event of a conflict with management, the personnel committee of Council.



- An employee who believes that he or she has been subjected to harassment is encouraged to **first** clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
- Where this cannot be done, or is unsuccessful, the employee shall report the alleged harassment, in writing, to management or the personnel committee.
- Once management or the personnel committee has received the complaint, options will be reviewed for resolution. Where the conflict cannot be promptly resolved in a matter satisfactory to the complainant, the employer will notify the alleged harasser, provide the alleged harasser with information concerning the circumstances of the complaint and undertake a confidential investigation.
- Upon conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results. Where harassment has been substantiated, the employer will take the appropriate corrective actions, which may include reprimand, demotion, suspension or termination of employment.

CONFIDENTIALITY

- 5) The Town will not disclose the identity of the complainant or alleged harasser, except where disclosure is necessary to investigate or take corrective action, or where such disclosure is required by law.

HARASSMENT COMPLAINT FORM

- 6) See Appendix 'A'

This policy be adopted on the 13<sup>th</sup> day of August, 2020.

  
MAYOR

  
ADMINISTRATOR



Appendix 'A'

Complainant Information:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Witness Information:

List names of possible witnesses.

Name	Position	Phone number

Information about the alleged Harasser:

Name of the person(s) against whom this complaint is being made:

Date of the incident:

*In your opinion, is the harassment based on any of the following? Please circle.*

- |                     |                |       |          |
|---------------------|----------------|-------|----------|
| Sexual Orientation  | Religion       | Sex   | Age      |
| Nationality         | Disability     | Creed | Race     |
| Place of Origin     | Family Status  | Color | Ancestry |
| Physical Appearance | Marital Status | None  |          |

Repeated incidents causing humiliation or intimidation: YES NO

Single, serious incident that has had lasting harmful effects on you: YES NO

*In your own words, describe the conduct, comments, or display you found objectionable. Give details of the date and location of the incident(s) that is/are the basis of your complaint.*

*What type of resolution are you seeking?*

**Declaration**

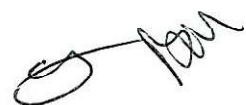
I hereby confirm that the above statement(s) contained in this complaint form are true to the best of my knowledge. I understand a copy of this complaint will be provided to the alleged harasser for the purpose of investigating the complaint.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge receipt of this complaint.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "S. Tan", located in the bottom right corner of the page.