

POLICY: Harassment Policy		COUNCIL RESOLUTION: Resolution # 2019-008 Effective: January 10, 2019
DEPARTMENT: Administration	POLICY NUMBER: # GG19-008	AMENDED DATE:

PURPOSE

The purpose of this policy is to follow the guidelines for harassment

SCOPE

This policy applies to anyone in the workplace

HARASSMENT POLICY

1. Definition (section 2(1)(l) of the *Occupational Health and Safety Act, 1993*):

“Harassment” means any objectionable conduct, comment or display by a person that:

- (i) is directed at a worker;
- (ii) is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and
- (iii) constitutes a threat to the health or safety of the worker.

2. Worker right

Every worker is entitled to a working environment that is free of harassment.

3. Employer obligation

The R.M. of Lakeside will ensure that no worker is subjected to harassment at this place of employment.

4. Worker obligation

No worker shall cause or participate in the harassment of another worker.

5. Procedure for dealing with harassment concerns

All complaints will be taken seriously. The rights of all concerned will be respected. Workers are encouraged to use these steps to address incidents of alleged harassment internally.

- 5.1 A worker 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.
- 5.2 Where this cannot be done, or is unsuccessful, the worker should report the alleged harassment to the Reeve. In the event that the complaint is against the Reeve, the worker should report the alleged harassment to a member of the Employee committee who will then take the action indicated below for the Reeve.
- 5.3 Once a report is received, the Reeve shall immediately notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.
- 5.4 Following the conclusion of the investigation, the Reeve will inform the complainant and the alleged harasser of the results of the investigation.

6. Resolution and corrective action

Where harassment has been substantiated, the Reeve will take appropriate corrective action to resolve the complaint. Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.

7. Confidentiality

The Reeve will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purpose of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

8. External complaints

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Occupational Health and Safety Division under: *The Occupational Health and Safety Act, 1993*; particularly sections 3 and 4; and *The Occupational Health and Safety Regulation, 1996*; particularly section 36. A worker may also file a complaint with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code*, particularly sections 16, 17, 18 and 27. A worker retains the right to exercise any other legal avenues available. For more information, contact the Department of Labour, Occupational Health and Safety Division, at (306) 787-2208.