



THE CORPORATION OF THE VILLAGE OF SOUTH RIVER

Policy#3-2013

Being a Policy to define and explain, in Municipal context, Harassment in the Workplace (As Approved by Resolution #142-2013)

INTENT

The Village of South River believes in the prevention of harassment and is committed to an harassment-free workplace in which all individuals are treated with respect and dignity and are able to contribute fully and have equal opportunities.

Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, employees and councillors are expected to uphold this policy, and will be held accountable by the employer.

Management recognizes the potential for harassment directed at staff by our employees, rate payers and members of the public. No employee, contractor or councillor or any other individual associated with the Village of South River shall subject any other person to workplace harassment or create situations that allow workplace harassment to occur.

Any act of harassment committed by or against anyone, including any member of our own workplace or member of the public, is unacceptable conduct that will not be tolerated. All reports of workplace harassment will be taken seriously, and investigated in a fair and prompt manner.

Legitimate and constructive fair criticism of an employee's performance or behaviour at work is **not** harassment. It is also recognized that an occasional raised voice or argument does not constitute harassment.

Definition:

Workplace harassment is defined by the Occupational Health & Safety Amendment Act as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably be known to be unwelcome.

Unwelcome or unreciprocated harassment in the workplace can be:

- Sexual Harassment; such as: repeated invitations for sexual favours, leering and ogling, persistent following or stalking; or any physical contact in a sexual manner which is not acceptable.
- Bullying; such as: verbal abuse or threats, "put downs", derogatory or dismissive comments about personal or group characteristics, circulating or displaying offensive belittling written or pictorial material including unwanted e-mails.
- Discrimination; such as: deliberate ostracizing or gestures that are insulting or belittle a person or group.
- Sabotage; such as: persistently disrupting an individual's work, work space, equipment or interfering with personal property.

Workplace harassment is not limited to incidents that occur within the traditional workplace. Work-related harassment can occur within the traditional workplace. Work-related harassment can occur at off-site business related functions, in rate payers' homes or away from work but resulting from work.

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace harassment or act as witnesses.

Management will take all reasonable and practical measures to prevent reprisals, threats or reprisal or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

RESPONSIBILITIES

Municipal Responsibility:

- All managers, supervisors, employees and councillors shall receive training on the Harassment in the Workplace Policy for the Village of South River.
- SHALL NOT ignore threatening or harassing behaviour.

Employee Responsibility:

- Each employee has the personal responsibility to abide by the Harassment in the Workplace Policy every time he or she comes to work.

Supervisor/Managers Responsibility:

- Each supervisor/manager has the personal and professional responsibility to abide by the Harassment in the Workplace Policy every time he or she comes to work.

Clerk Administrator Responsibility:

- Shall respond to acts of harassment in the workplace, investigate reports of harassment, investigate and follow-up on acts of harassment.

Personnel Committee Responsibility:

- Supervisors and managers shall make recommendations to the Clerk Administrator or directly to the Personnel Committee for ways to prevent harassment in the workplace. The Personnel Committee shall review this policy annually.

PROCEDURE

Reporting

Any employee, contractor or councillor who perceives they are being harassed, or are being subjected to harassment in the workplace must report this to their immediate Supervisor/Manager without delay.

1. Every incident and circumstance must be reported to a Supervisor/Manager and as much detail as possible should be provided.
2. The Supervisor/Manager will evaluate the situation, contact the Clerk Administrator, contact law enforcement and issue a no-trespass order where applicable.
3. The Supervisor/Manager shall complete the Incident Report and provide it to the Clerk Administrator in person or by fax without delay. The Supervisor/Manager must ensure that the Clerk Administrator (or designate) is aware of the situation. Supervisors/Managers must ensure that an Incident Report is completed for potential as well as immediate threats and that the form is received by the Clerk Administrator, who shall forward it to the Personnel Committee.

In the event that the immediate Supervisor/Manager is the offender, move directly to the Clerk Administrator; or the Personnel Committee if the Clerk Administrator is the source of the threat or incident.

Investigation

All reports of incidents or potential incidents will be taken seriously and will be dealt with accordingly. All reports of harassment will be investigated thoroughly in a fair and timely manner, respecting the privacy of all those involved.

The form of investigation will depend largely on the circumstances and may involve staff and/or external law enforcement. The investigation may result in the matter being dealt with under the provisions of the Collective Agreement and/or other legislation such as the Criminal Code of Canada.

All employees have the responsibility to cooperate in the investigation of incidents of harassment or alleged incidents of harassment.

Reviewed by the Council of the Village of South River: _____, 2013

Accepted as a South River Policy #3-2013 by Resolution # _____-2013.