

RURAL MUNICIPALITY OF BONE CREEK – HARASSMENT POLICY

Definition of Harassment Based on Prohibited Grounds:

- (i) Any objectionable conduct, comment or display by a person that:
- (ii) is directed at an employee or council member;
- (iii) is the act of systematic and/or continued unwanted and annoying actions of one party or a group. The purpose may vary, including, but not limited to, personal malice, race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and
- (iv) constitutes a threat to the physical and/or mental health or safety of the worker.

Definition of Harassment Based on Personal Harassment:

- (i) Any inappropriate conduct, comment, display, action or gesture by a person that:
- (ii) Adversely affects a worker's psychological or physical well-being;
- (iii) The perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated; and
- (iv) Constitute a threat to the health and safety of a worker

What is Not Harassment:

- (i) Normal day-to-day management or supervisory decisions
- (ii) Matters outside of normal work activities, ie: social events outside of work where employee is not being remunerated

Employee and Council Member Rights

Every employee and council member is entitled to a working environment that is free of harassment.

Employer Obligation

The Rural Municipality of Bone Creek No. 108 will ensure that no employee or council member is subjected to harassment at this place of employment. The Municipality will facilitate harassment training at a minimum of once every four calendar years.

Employee and Council Member Obligation

No employee or council member shall cause or participate in the harassment of another employee or council member.

Procedure For Dealing With Harassment Concerns

All complaints will be taken seriously. The rights of all concerned will be respected. Employees and council members are encouraged to use these steps to address incidents of alleged harassment internally. It is not necessary to complete all steps or to complete each step in a particular order.

- There may be an informal process prior to the formal process where a conversation takes place between the alleged harasser and the harassed. This can be facilitated by either an internal or an external person.
- An employee or council member 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. He or she will ask the harasser to leave, and if necessary, lock the door, and further if feeling threatened, phone the police.
- The employee or council member 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 the Deputy Reeve who will then take the action indicated below for the Reeve.
- 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.
- The Reeve may involve the deputy Reeve for consultation when necessary. The Reeve may also hire an outside source for mediation or investigation.
- Following the conclusion of the investigation, the Reeve will inform the complainant and the alleged harasser of the results of the investigation.
- If the harassment does not subside, the next option is to press harassment charges against the harasser through Occupational Health and Safety.

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 an employee or council member who has made a complaint in good faith.

Confidentiality

The Reeve will not disclose the identity of the employee or council member 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.

External Complaints

Nothing in this policy prevents or discourages an employee or council member 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 Regulations*, 1996; particularly section 36. An employee or council member 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) 787-4496.

Adopted 2016

Revised 2018

Reviewed 2019