

**TOWN OF DUCK LAKE
HARASSMENT POLICY**

Date: June 18, 2019.

Version: 1

Approved by Council: _____

1.0 Definition (Section (1)(1) of *The Occupational Health and Safety Act, 1993*):

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

- i. is directed at a worker or elected official;
- 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.

1.2 “Worker” means an employee or elected official of Town of Duck Lake.

1.3 “Employer” shall mean the Town of Duck Lake.

2.0 Worker Right

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

3.0 Employer Obligation

This employer will ensure no worker is subjected to harassment at this place of employment.

4.0 Worker Obligation

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

5.0 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 he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser 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 employer or to the Mayor or Chief Administrative Officer.

- 5.3 Once a person designated by the employer to receive complaints of harassment receives a complaint, that person shall immediately bring the complaint to the attention of the employer.
- 5.4 The employer will: notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.
- 5.5 Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results of the investigation.

6.0 Resolution and Corrective Action

Where harassment has been substantiated, the employer 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.

7.0 Confidentiality

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

8.0 Third Party Harassers

8.1 Customers, rate payers, contractors or their workers, or other people who enter the workplace might engage or participate in the harassment of a worker. The Town of Duck Lake may have limited ability to investigate or control their conduct. However, the Town of Duck Lake shall take reasonably practicable action to stop or reduce the risk to its workers of being harassed by third parties. This action may include:

- 8.1.1 Posting the harassment policy statement in locations visible to third parties, and/or
- 8.1.2 Requiring certain contractors and their workers to accept and meet the terms of the harassment policy. This could include removing workers, who participated in harassment, from the workplace.

8.2 Where a rate payer or customer has been asked to stop abusing or harassing a worker and does not, workers are authorized to:

- 8.2.1 End the telephone conversation
- 8.2.2 Politely decline service, and/or
- 8.2.3 Ask the rate payer or customer to leave the workplace, and/or
- 8.2.4 Call law enforcement.

9.0 External Complaints

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Occupational Health & 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. 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.

Mayor Signature

Council Meeting Date