

VILLAGE OF PADDOCKWOOD

Classification **Policy**
Subject **Harassment**
Motion **14/2019**
Date **January 23, 2019**

Pursuant to The Saskatchewan Employment Act

- 1) “Harassment” means any objectionable conduct, comment or display by a person that:
 1. Is directed at a worker;
 2. 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
 3. Constitutes a threat to the health or safety of the worker.
- 2) Every worker is entitled to a working environment that is free of harassment.
- 3) The Village of Paddockwood will ensure that no worker is subjected to harassment at this place of employment.
- 4) No worker shall cause or participate in the harassment of another worker.
- 5) 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: **Administrator, Mayor**
 - 5.3 Once the Administrator or Mayor receives a complaint of harassment, that person shall immediately bring the complaint to the attention of the council of the Village of Paddockwood.
 - 5.4 The Administrator or Mayor will: notify the alleged harasser of the complaint; provide the alleged harasser with the information concerning the circumstances of the complaint; and undertake a confidential investigation.
 - 5.5 Following the conclusion of the investigation, the Administrator or Mayor will inform the complainant and the alleged harasser of the results of the investigation.

6) Where harassment has been substantiated, the Village of Paddockwood 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) The Village of Paddockwood will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

8) 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 Code, particularly sections 16, 17, 18 and 27. A worker retains the right to exercise any other legal avenues available.