



# ***VILLAGE OF BITTERN LAKE***

## **POLICY AND PROCEDURES**

### **POLICY #04/2019 - HARASSMENT POLICY**

#### **MOTION**

#### **1. PURPOSE AND APPLICATION**

The Village of Bittern Lake is committed to the prevention of harassment in the workplace and promotes a harassment free workplace. The Village of Bittern Lake does not tolerate violence or harassment in any form in the workplace perpetrated by or against employees, clients or other third parties. Any act of harassment committed is unacceptable and such conduct will not be tolerated. The Village believes that all individuals have the right to work in the environment free from harassment.

#### **2. GENERAL POLICY PRINCIPLES**

The Village of Bittern Lake is committed to:

- a) Fostering a Harassment-free workplace where all employees are treated with respect and dignity;
- b) Educating our employees in the recognition of harassment and the operation of our policy and procedures in this regard;
- c) Taking necessary action in response to such reported incidents, utilizing proper investigative procedures; and
- d) Providing appropriate support for victims.

This policy applies to Elected Officials, Board, Committee or Commission members, and all current employees of the Village of Bittern Lake, including full-time, part-time, casual, contracted, permanent and temporary employees.

This policy applies to all behavior that is in some way connected to work, including during off-site meetings, training and on business trips. This policy applies to all employees, visitors and clients to the Village of Bittern Lake.

#### **3. DEFINITIONS**

- a) “Harassment” occurs when an employee is subjected to unwelcome physical or non-physical conduct because of race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status or source of income. Alberta human rights law prohibit harassment in the workplace on these grounds.
  - a. Examples of harassment which will not be tolerated in the Village worksites are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or



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taunts about any employee's appearance, beliefs, color, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. The Village of Bittern Lake also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit.

- b) "Violence" is any incident in which an employee is threatened or assaulted on village premises or in circumstances relating to the employee executing their job duties; a client or visitor to the workplace is threatened or assaulted on city premises; or an employee threatens or assaults a client, co-worker or other individual in circumstances relating to the employee's execution of their duties.

#### **4. POLICY RESPONSIBILITIES**

##### **Employees:**

- a) Employees are responsible for informing their Supervisors of any violence, potential risk of violence, or harassment they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's safety.
- b) Employees are responsible for reporting to their Supervisors any incidents of violence or harassment according to the procedures set out in this policy.
- c) Employees are responsible for attending or information sessions provided by the employer to reduce violence, risks of violence or harassment.
- d) Employees are expected to co-operate with the police, city investigators or other authorities as required during any investigation related to the incident.

##### **Supervisors:**

- a) Supervisors are responsible for assessing the risk of violence and harassment to employees in their jurisdiction, minimizing those risks where necessary or reasonably possible and informing any affected employees of such risk or potential risk.
- b) Supervisors are responsible for ensuring employees are trained to:
  - a. Recognize the potential for violence;
  - b. Follow the procedures and policies developed to minimize risk;
  - c. Respond to incidents appropriately; and
  - d. Report and document such incidents.
- c) Supervisors are responsible for tracking and reporting risks of violence, incidents of violence and harassment to the proper authorities.
- d) Supervisors are responsible for ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees before investigating the incident or taking reports.
- e) Supervisors are responsible for co-operating with the RCMP or other authorities as required during any investigation related to the workplace incident.



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#### **5. CONSEQUENCES**

- a) Any employee who violates this policy will be subject to appropriate disciplinary action, which may include but is not limited to; denial of participation in certain activities, refusal of access to people and work places, and termination of employment.
- b) Members of the public, visitors to Village facilities and individuals conducting business with the Village of Bittern Lake are expected to treat the Village's employees and representatives respectfully. This includes refraining from inappropriate behavior towards Village of Bittern Lake employees, elected officials, volunteers, contractors and business partners. If inappropriate behavior occurs, the Village will take appropriate action to ensure a respectful workplace. This could include barring individuals from accessing Village facilities and people, legal action and/or discontinuing business with contractors or suppliers.

#### **6. SCHEDULE FOR REVIEWMENT**

This Policy will be reviewed every four years, unless an earlier review date is triggered by Council or legislation.

This Policy was implemented on **July 18, 2019**

Approved by Council Resolution: **# 151/19**

This Policy must be review by **July 01, 2023**