



# ***VILLAGE OF BITTERN LAKE***

## **POLICY AND PROCEDURES**

### **POLICY #05/2022 - HARASSMENT POLICY**

#### **MOTION**

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

The Village of Bittern Lake is committed to maintaining a workplace that's free of harassment. The Village of Bittern Lake does not tolerate harassment in any form in the workplace perpetrated by or against employees, clients or other third parties. Any act of harassment committed will be investigated and appropriate actions will occur. 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.

Reasonable action taken by the Employer or Supervisor relating to the management and direction of workers or a work site is not workplace harassment.

No employees or workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.



# ***VILLAGE OF BITTERN LAKE***

## **POLICY AND PROCEDURES**

### **POLICY #05/2022 - HARASSMENT POLICY**

#### **3. DEFINITIONS**

“Harassment” includes bullying, intimidation, direct insults, malicious gossip, and victimization.

- a. Examples of harassment which will not be tolerated in the Village worksites are: bullying, verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or 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; or sabotaging someone’s work on purpose.
- b. 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, requests, or advances of any nature, whether indirect or explicit.

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

Employees:

- a) Employees are responsible for informing their Employer or Supervisor of any 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 Employer or Supervisor any incidents of 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 harassment.
- d) Employees are expected to co-operate with the police, Village Council or other authorities as required during any investigation related to the incident.

Employers/Supervisors:

- a) Employers/Supervisors are responsible for assessing 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) Employers/Supervisors are responsible for ensuring employees are trained to:
  - a. Recognize the potential for harassment;
  - b. Follow the procedures and policies developed to minimize risk;
  - c. Respond to incidents appropriately; and
  - d. Report and document such incidents.
- c) Employers/Supervisors are responsible for tracking and reporting incidents of harassment to the proper authorities.
- d) Employers/Supervisors are responsible for co-operating with the RCMP or other authorities as required during any investigation related to the workplace incident.
- e) Employer/Supervisor pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the



# **VILLAGE OF BITTERN LAKE**

## **POLICY AND PROCEDURES**

### **POLICY #05/2022 - HARASSMENT POLICY**

person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

#### **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.
- c) Sexual harassment is illegal. If any Elected Officials, Board, Committee or Commission members, current employee of the Village of Bittern Lake (including full-time, part-time, casual contracted permanent, and temporary), or any member of the public, visitors to Village facilities, or individuals conducting business with the Village of Bittern Lake, is found guilty of sexual harassment, they will be terminated and/or prosecuted.

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

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

This Policy was implemented on **September 13, 2022**

Approved by Council Resolution: **# 206/22**

This Policy must be reviewed by **September 01, 2025**