

TOWN OF SOUTHEY

POLICY # 02/2018 THE HARASSMENT POLICY FOR THE TOWN OF SOUTHEY

Statement of Commitment

Every employee is entitled to employment free of harassment. The Town of Southey is committed to a harassment-free workplace where everyone is treated with dignity and respect.

Definition of Harassment

Pursuant to 3-1 (1) (1) of *The Saskatchewan Employment Act*, harassment means:

- Any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is either:
 1. Based on race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
 2. Adversely affects the worker's psychological or physical well-being and that the person knows, or ought reasonably to know, would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

Personal harassment must involve repeated occurrences; however, a single serious incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker. It does not include any reasonable action taken relating to the management of the place of employment.

Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome, is also prohibited.

Employer's Commitment

The Town of Southey, and its Supervisors, Mayor and Councilors, will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

Employee's Duty

In accordance with Part 111 of *The Saskatchewan Employment Act*, all employees, including Supervisors, Mayor and Councilors employed by The Town of Southey, shall refrain from causing or participating in the harassment of another employee, and co-operate with any person investigating harassment complaints.

A copy of the Town of Southey's full harassment policy can be found in the Town of Southey's policy manual.

COMPLAINT PROCEDURE:

An employee 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.

Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to the employer, or to one of the persons designated by the employer to receive complaints of harassment, namely:

Ferne Senft Administrator

Martin Lingelbach Mayor

A current member of Council

Once a person designated by the employer receives a complaint, that person shall immediately bring the complaint to the attention of the employer.

The employer will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a matter satisfactory to the complainant, the employer will notify the alleged harasser, provide the alleged harasser with information concerning the circumstances of the complaint and undertake a confidential investigation.

Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results.

Where harassment has been substantiated, the employer will take appropriate corrective action.

Confidentiality

The Town of Southey, will not disclose the identity of the complainant or alleged harasser, except where disclosure is necessary to investigate or take disciplinary action, or where such disclosure is required by law.

Other options for Complaints

Nothing in this policy prevents or discourages an employee from referring a harassment to the Occupation Health and Safety Division or the Saskatchewan Human Rights Commission. An employee also retains the right to exercise any other legal avenues available.

Employer Formal Harassment Complaint Form

Complainant information:

Name: _____ Phone number: _____

Job Title: _____

Witness information:

Name	Contact Phone Number
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Information about the individual(s) you feel has/have harassed you:

Name of person(s) against whom this complaint is made:

Date of incident (dd/mm/yyyy): _____

In your opinion is the harassment based on any of the following?

Sexual	Religion	Age
Nationality	Disability	Creed
Place of Origin	Family Status	Race
Physical Weight/Height	Color	Ancestry
Marital Status	Customer abuse	Other

If not based on any of the above grounds, is the harassment based on either of the following:

a) Repeated incidents that have caused you to be humiliated or intimidated. Yes No
OR

b) A single serious incident that has had a lasting harmful effect on you. Yes No

In your own words, describe the conduct, comments or display you found objectionable. Give details of date and location of the incident(s) that is/are the basis of your complaint.

What type of resolution do you seek? (e.g., supervisor to direct or counsel person to correct conduct; facilitated meeting with alleged harasser; apology; workshops or training sessions; mediations; or other.)

Declaration

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint will be provided to the alleged harasser for the purpose of investigating this complaint.

Signature: _____

Date (dd/mm/yyyy): _____

I acknowledge receipt of this complaint.

Supervisor's Signature: _____

Date (dd/mm/yyyy): _____

X  X 
Martin Lingelbach Ferne Senft
Mayor Administrator

(Seal)

