(Name of Municipality)

**HARASSMENT POLICY**

Approved by:

Effective Date: January 1, 2018

The *(Name of Municipality)* is committed to maintaining a workplace free of all harassment and will ensure, so far as reasonably possible, that no worker is subject to harassment in the workplace and is entitled to work free of harassment. The employer will ensure that workers comply with the harassment prevention policy and every worker while at work shall refrain from causing or participating in the harassment of another employee. The *(Name of Municipality)* will take corrective action respecting any person under their direction who subjects a worker to harassment.

Harassment means the objectionable conduct that creates a risk to the health and/or safety of a worker; or severe conduct that adversely affects a workers’ psychological or physical well-being. Conduct is objectionable if it is based on race, creed, religion, colour, sex, sexual orientation, gender-determined characteristics, marital status, family status, source of income, political belief, political association, political activity, disability, physical size or weight, age, nationality, ancestry or place of origin or if it could reasonably cause a worker to be humiliated or intimidated and is repeated, or in the case of a single occurrence, has a lasting harmful effect on a worker. Conduct includes a written or verbal comment, a physical act or gesture or a display, or any combination of them.

Reasonable conduct of an employer or supervisor in respect of the management and direction of workers or workplace is not harassment.

* The employer will take corrective action respecting any person under the employer’s direction who subjects a worker to harassment.
* The employer will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint, or;
* Required by law

A worker has the right to file a complaint with the Manitoba Human Rights Commission. This Harassment Policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

All complaints of alleged harassment will be directed and documented in strict confidence to the Safety Coordinator to be investigated and the results forwarded to the Management of the *(Name of Municipality).* TheManagement of the *(Name of Municipality)* will advise complainants and alleged harassers of the findings of the investigation in confidential writing.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  *(Name)*

 Chief Administrative Officer

  *(Name of Municipality)*

(Name of Municipality)

HARASSMENT REPORTING PROCEDURES

1. Any employee who feels that he/she is being harassed is responsible for initiating the reporting of the harassment and taking action as soon as possible.
2. Clearly advise the worker or workers that the specific conduct is considered harassment and must stop.
3. You must record the incident using the time, date and the nature of the harassment and any witnesses to the incident.
4. If the harassment does not stop, report the incident to your Supervisor, Management or the Safety Coordinator.

1. Employees found to be harassing other employees will be subject to the steps in the disciplinary procedures.
2. If an employee is not satisfied with the attention that his/her complaint has received, he/she has the right to file a complaint with the Manitoba Human Rights Commission (Refer to their procedure).
3. Any instances of Harassment will be dealt with in a professional and confidential manner only involving the person being harassed and the harasser(s).