

RURAL MUNICIPALITY OF PERDUE NO. 346

HARASSMENT POLICY

1. Definition of harassment pursuant to The Saskatchewan Employment Act Section 3-1(1)(I) states:
"harassment means: (i) any inappropriate conduct, comment, display, action or gesture by a person towards a worker: (A) that either: (I) is based on any prohibited ground as defined in The Saskatchewan Human Rights Code, 2018 or on physical size or weight; or (II) subject to subsections (4) and (5), adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause the worker to be humiliated or intimidated; and (B) that constitutes a threat to the health or safety of the worker; or (ii) any conduct, comment, display, action or gesture by a person towards a worker that; (A) is of a sexual nature; and (B) the person knows or ought reasonably to know is unwelcome.

Harassment

3-25 Saskatchewan Occupational and Safety Regulations, 2020 states an employer, in consultation with the committee, shall develop a policy in writing to prevent harassment.

2. Worker Right

Every worker is entitled to a working environment that is free of harassment.

3. Employer Obligation

The R.M. of Perdue will ensure that no worker is subjected to harassment at this place of employment.

4. Worker Obligation

No worker shall cause or participate in the harassment of another worker.

5. Procedure For Dealing With Harassment Concerns.

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 the R.M. Administrator. In the event the complaint is against the R.M. Administrator, the worker should report the alleged harassment to the R.M. Reeve who will then take the following action indicated for the R.M. Administrator.

5.3 Once a report is received, the R.M. Administrator shall immediately notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.

5.4 Following the conclusion of the investigation, the R.M. Administrator will inform the complainant and the alleged harasser of the results of the investigation.

6. Resolution and Corrective Action

Where Harassment has been substantiated, the R.M. Administrator 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. Confidentiality

The R.M. Administrator will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purpose of the

investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

8. External Complaints

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to a occupational health and safety officer under Section 3-1(1)(I) of The Saskatchewan Employment Act and The Saskatchewan Human Rights Code, 2018. A worker retains the right to exercise any other legal avenues available. For more information contact the Occupational Health and Safety office at 1(800) 567-7339.