

Town of Canora	Harassment Policy		
Date	Revision details	Department	Resolution
	Original document	General Government	06-268

**1. Definition (section 2(1)(l) of *The Occupational Health and Safety Act, 1993*):**

“Harassment” means any objectionable conduct, comment or display by a person that:

- (i) is directed at a worker;
- (ii) is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and
- (iii) constitutes a threat to the health or safety of the worker.

**2. Worker right**

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

**3. Employer obligation**

This employer 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, in writing, the alleged harassment to the employer (a member of council) or to the following person designated by the employer (council) to receive complaints of harassment: Town Administrator.

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

- 5.4 The employer will notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint, and undertake a confidential investigation.
- 5.5 Following the conclusion of the investigation, the employer 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 employer 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**

This employer will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purposes of 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 The Occupational Health and Safety Division under: *The Occupational Health and Safety Act, 1993*; particularly sections 3 and 4; and *The Occupational Health and Safety Regulations, 1996*; particularly section 36. A worker may also file a complaint with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code*, particularly sections 16, 17, 18, and 27. A worker retains the right to exercise any other legal avenues available.

**9. Annual review**

The harassment policy of the Town of Canora shall be reviewed annually by both council and staff.