

Town of High Prairie HARASSMENT POLICY

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Policy Number 64-2014	Approval Date April 09, 2014	Resolution Number 272/14
Supersedes	Effective Date April 09, 2014	Legal Authority or Resolution number
Amendments:	Amendment Date	Amendment Resolution Number

TITLE: Town of High Prairie Harassment Policy

Policy Statement:

The Town of High Prairie is committed to providing a work environment that supports the productivity, personal goals, dignity and self esteem of every individual. The Town of High Prairie is dedicated to ensuring a work place environment in which all individuals are treated with respect and dignity.

Harassment in the workplace is a form of discrimination. It is unwelcome and unwanted. It affects the individual's ability to learn and work. It can also be an expression of abuse of power, authority, or control and is coercive in nature.

Work related harassment can take place at the workplace itself, or outside of the workplace in a situation that is in some way connected to work.

1.0 Application

- 1.1 This policy applies to all those working for the Town. The Town will not tolerate harassment whether engaged in by fellow employees, supervisors, officers or elected officials.
- 1.2 The Town recognizes that its employees, supervisors, officers, or elected officials may be subject to harassment by residents, ratepayers, or others who have business with the Town. The Town acknowledges its responsibility to do all in its power to support and assist the person subjected to harassment in these circumstances.

2.0 Types of Harassment

- 2.1 Personal Harassment is any discriminatory behavior in, or related to, the workplace which is directed at, and reasonably offends another individual based on personal characteristics. This includes harassment on the basis of the following prohibited grounds of discrimination: race, colour, religion, national origin, ancestry, place of origin, physical disability, mental disability, marital status, sexual orientation or sex.
- 2.2 Sexual Harassment is any conduct, comments, gesture or contact of a sexual nature which reasonably causes offence or humiliation; or which is intended to place a condition of sexual nature on employment or opportunity for promotion, training, receipt of services or a contract. Sexual harassment is a form of discrimination.

- 2.3 Poisoned Work Environment is characterized by an activity or behavior, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned work environment include but are not limited to: graffiti, sexual, racial or religious insults or jokes, abusive treatment of an employee and the display of pornographic or other offensive material.
- 2.4 Abuse of Authority as a form of harassment includes abuse of authority where an individual improperly uses the power and authority inherent in a position to endanger a person's job, undermine the performance of that job, threaten the person's economic livelihood, or in any way interfere with or influence a person's career.

3.0 Effects Of Harassment

Harassment is harmful and can have serious effects on the victims's working and personal life. It is cruel and destructive behavior.

- 3.1 Victims of harassment may suffer humiliation, stress, fear, frustration, shock, and anger. The psychological effects can lead to many different health concerns.
- 3.2 Job Performance – The psychological and physical effects of harassment may have a negative effect on job performance.

4.0 Harassment Complaint Procedure

- 4.1 Any employee who believes he or she has been subjected to harassment should make his or objection known to the person. The employee should keep a written record of the date, time, location, nature of the behavior and names of witnesses.
- 4.2 If the harassment continues, the employee is to inform the Chief Administrative Officer (CAO) of the allegation and the facts surrounding the incidents of the harassment.
- 4.3 The CAO or an appointed investigator shall investigate the complaint in an expeditious and confidential manner.
- 4.4 Where it is determined that act or acts of harassment has been committed, the CAO shall take appropriate action up to and including dismissal, or Council may request an inquiry under the MGA sec.572.
- 4.5 A complaint under this policy that involves falsehood or malicious intent or is made in bad faith, as determined by the investigation, shall be subject to appropriate disciplinary action.
- 4.6 The parties to the complaint must be informed in writing of the outcome.

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5.0 Other Corrective Actions

5.1 Corrective action for members of Council may further include a public censure recorded in the minutes of a Council Meeting.

5.2 If the harassment is from a member of the public, the CAO shall send a letter of information about our harassment policy and also to advise that if the behavior continues that appropriate legal action shall be taken.

5.3 If the harassment is from a contractor or supplier for the Town of High Prairie, the CAO shall advise the owner or manager of the company of our harassment policy and if the behavior continues, any business activities between them and the Town may be suspended or severed.

Notwithstanding the existence of this policy, every person continues to have the right to seek assistance from the Alberta Human Rights Commission, private legal counsel, RCMP and Peace Officers, even when steps are being taken under this policy.

Approved by Council: April 9, 2014
Date