

Policy Title: Workplace Harassment Prevention Policy	Policy #: HS 002
Authority Approval: MAYOR & COUNCIL	Resolution #: 010-2020-01-13
	Effective Date: Jan 13, 2020
Distribution:	
<input checked="" type="checkbox"/> Master	<input checked="" type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Library
<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Public Works
<input checked="" type="checkbox"/> FCSS	<input checked="" type="checkbox"/> Recreation

The management of the Town of Beaverlodge is committed to providing a respectful and harassment-free work environment for all workers. Management expects all workers to treat each other with respect and dignity. Harassment is not to be tolerated by any person at or outside of the worksite including contractors, board members, public users, facility management and staff, customers, clients. Harassment is a serious issue, which harms workplace culture and the health and safety of workers.

The Town of Beaverlodge, as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. All managers, supervisors, workers, volunteers, elected officials, prime contractors, contractors and all worksite parties are obligated to uphold this policy and work together to prevent workplace harassment.

Workplace harassment is defined as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offense or humiliation to a worker, or adversely affects the workers' health and safety, (AB OHS Act, Section 1(q)), and includes; conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a worksite is not workplace harassment.

In support of this policy, the implemented workplace harassment prevention procedures are available for all workers and worksite parties. The procedures include measures to protect workers from the hazard of harassment and a process to report incidents or raise concerns.

The Town of Beaverlodge will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the content of the policy and procedures.

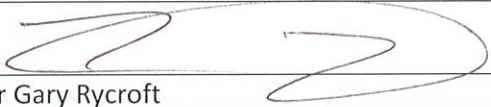
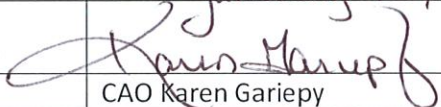
Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that workers follow and use the control measures and procedures and ensure workers have the information they need to protect themselves.

All workers must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person.

The Town of Beaverlodge will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.

The Town of Beaverlodge pledges to respect the privacy of all concerned, as much as possible. The Town will not disclose the circumstances related to an incident of harassment or the names of the parties involved, (including the complainant, the person alleged to have committed the harassment, and any witnesses). Disclosure of circumstances and names of the parties involved may be necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and implementation of corrective actions, or as required by law.

No worker can be penalized, reprimanded or discriminated against or harassed or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's rights under any other law, including the *Alberta Human Rights Act* or contacting Police or filing a grievance.

Reviewed/Amended	Date: January 13, 2020
	
Mayor Gary Rycroft	CAO Karen Gariepy