
Workplace Harassment Prevention Policy

Policy Number: HS 002-1

Council Resolution: #082-2026-04-13

Policy Review: Yes, Annual

Next Review Date:

References: Alberta Occupational Health & Safety Act

Replaces: HS 002 (*Workplace Harassment Prevention Policy dated 2020-01-13*)

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, or clients. Harassment is a serious issue that harms workplace culture and workers' health and safety.

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 directive 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(n)(i)(ii)*, 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 an employer or supervisor in managing and directing workers or a worksite is not workplace harassment.

In support of this directive, the workplace harassment prevention procedures are available to all workers and worksite parties. It includes measures and procedures to protect workers from harassment, as well as a process for reporting incidents, complaints, or concerns.

The Town of Beaverlodge will ensure this directive and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instructions regarding the directive and its procedures.


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

All workers must work in compliance with this directive and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents or complaints 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 the names of the parties involved may be necessary to investigate the incident, to take corrective action, to inform the parties involved of the results of the investigation and the implementation of corrective actions, or as required by law.

No worker can be penalized, reprimanded, discriminated against, harassed, or otherwise criticized when acting in good faith, following this directive, complying with OHS legislation, and using the supporting procedures for addressing harassment. This harassment prevention directive does not discourage a worker from exercising their rights under any other law, including the Alberta Human Rights Act, or from *contacting the police* or filing a grievance.



Jeff Johnston, CAO Date April 13, 2026



Gary Rycroft, Mayor Date April 13, 2026

Annual Review Record

Date	Resolution#	Date	Resolution#

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