



WORKPLACE ANTI-BULLYING AND HARASSMENT

[Organization Name] is committed to ensuring a workplace free of harassment and bullying. In pursuit of this, [Organization Name] will not tolerate any harassment or bullying within the workplace. [Organization Name] is further committed to investigating any complaints regarding workplace harassment or bullying, using the method of progressive discipline, up to and including the point of termination of employment for the perpetrator(s).

Violent acts, sexual assault, threats, and stalking are explicitly outlined in the *Saskatchewan Employment Act*. In addition, Canada's Criminal Code specifically lays out matters such as violent acts, sexual assault, threats, and behaviours such as stalking. In the event of any of the above, [Organization Name] will immediately contact the police.

DEFINITIONS

According to *The Saskatchewan Employment Act*:

"Harassment" means any unwanted or inappropriate conduct, comment, display, action, or gesture that is based on a person's race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin, that adversely affects the worker's psychological or physical well-being, and that constitutes a threat to the health or safety of the worker.

Harassing behaviours include verbal aggression and insults, derogatory names, hazing or initiation practices, vandalism of personal belongings, and spreading malicious rumours.

POLICY

[Organization Name] encourages all of its employees to quickly come forward with any instances of harassment or bullying so that an investigation can begin.

[Organization Name] is dedicated to preventing and/or handling any harassment instances, including sexual harassment, by:

- Making sure that all employees understand their rights and responsibilities around harassment
- Ensuring that supervisors know how to handle incidents of harassment, especially when it comes to gathering information, taking action, protecting confidentiality, and keeping records;
- Carrying out an on-site review of their Anti-Harassment policy with the OHS representative or committee, as required
- Having procedures for complaints (below) that are fair, timely, and effective
- Promoting standards of conduct

This policy prohibits any [Organization Name] employee who has the ability to grant or deny benefits from engaging in sexual solicitation or advances towards another employee. This could include supervisor to employee, as well as co-workers. Also, no reprisals for refusing these advances are permitted.



Additionally, the organization has a policy that disallows any comments or conduct that are known to be unwelcome. [Organization Name] will investigate and avoid any poisoned environment.

In addition, any employees who experience harassment while in the course of work for [Organization Name] have the right to file a complaint without any fear of reprisal. [Organization Name] will ensure that an investigation is conducted into any incidents or complaints of workplace harassment, as appropriate.

Employee and Supervisor Responsibilities

All employees of [Organization Name] must adhere to this policy and refrain from any sort of harassment. As well, all employees must fully cooperate in any investigation into harassment complaints.

All supervisors and managers in [Organization Name] have an additional responsibility of immediately responding to any allegations of harassment. Supervisors and managers are held responsible for maintaining a harassment-free workplace, and they are expected to respond immediately whenever reports of harassment arise.

COMPLAINT PROCEDURE

Concerns of harassment, bullying, or discrimination may be brought to:

- [INSERT PERSON IN CHARGE] or [INSERT PERSON IN CHARGE] if the former is not available.
- An alternate report may be made to [INSERT PERSON IN CHARGE] if either of the above is the alleged harasser(s).
- Upon receipt of a complaint, an investigation will immediately commence and additional information and context will be sought. The investigation may include:
 - o A review of incident details;
 - o Separate interview(s) with concerned parties and any witnesses;
 - o Examination of any relevant documents, emails, notes, photographs, or video;
 - o A decision about whether the complaint constitutes workplace harassment; and
 - o The preparation of a summary report of the incident, including the steps of the investigation, the evidence collected, and any findings
- Employees and/or witnesses involved in filing a complaint will be protected as necessary. Protection may include temporary re-assignments or shift changes. [Organization Name] will ensure that no employee or witness is penalized for reporting a complaint.
- Any identifying personal information of any of the individuals involved will not be disclosed unless absolutely necessary like if it may be required to investigate a complaint, take disciplinary action, or comply with the law;
- Both the employee who reported the claim and the alleged harasser will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.