

#### 40.0 Workplace Harassment and Discrimination Prevention Policy

Topic:  Workplace Harassment and Discrimination Prevention Policy	Effective Date: July 9, 2019
	Approved By:
Subject Area:  Human Resources	Date of Next Review:
	Date(s) Revised: July 9, 2019;

##### **Policy Statement:**

The City of Cold Lake (“Employer”) is committed to the prevention of workplace harassment and discrimination and will take whatever steps are reasonably practicable to protect its workers from the potential hazard of workplace harassment and discrimination. Harassment and discrimination in the workplace will not be tolerated from anyone. This policy applies to all City workers, volunteers, contractors, sub-contractors, and members of the general public.

##### **Managerial Guidelines:**

- 40.1 The employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment and discrimination. City workers, volunteers, contractors, sub-contractors, and members of the general public are obligated to uphold this policy, work together to promote a positive and respectful working environment, and to prevent workplace harassment and discrimination. Harassment and discrimination workplace hazards that needs to be addressed during hazard assessments.
- 40.2 Workplace harassment means any single incident or repeated incidents of objectionable conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or could cause offence or humiliation to a worker, or adversely affects the worker’s health and safety. It includes conduct, comments, 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.
- 40.3 Workplace discrimination (unjust prejudicial actions or treatment) is prohibited on the basis of race, religious beliefs, colour, gender expression, gender identity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. It is not discrimination if there is a bona-fide occupational requirement or when there is any policy, program or activity whose objective is to improve conditions related to disadvantaged persons. The other exemptions for discrimination in the Alberta Human Rights Act apply.
- 40.4 Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment or discrimination.

- 40.5 The employer has implemented workplace harassment and discrimination prevention procedures to protect workers from workplace harassment and discrimination along with a means of obtaining immediate assistance and a process for workers to report incidents or raise concerns. Should you encounter an incident involving workplace harassment and discrimination contact your immediate Supervisor, Manager, General Manager, Human Resources Department, or CAO, in the order listed above, for immediate assistance. If you feel that you are unable to speak with your direct supervisors please contact the Human Resources Department for immediate assistance.

Employer Responsibilities:

- 40.6 The employer will be responsible for implementing, supporting, and maintaining this policy and procedure. All workers will receive information and instruction on the contents of the policy and procedures involved.

Manager Responsibilities:

- 40.7 Managers are responsible for assessing and documenting all concerns related to workplace harassment and discrimination as they are brought forward by the Department Supervisors or City workers, controlling or eliminating the concern, or contacting the HR Department for further assistance.

Supervisor Responsibilities:

- 40.8 Supervisors are responsible for adhering to this policy and its procedures, ensuring the procedures are followed by workers, documenting and bringing forward workplace concerns to their Department Manager for review, and to ensure workers have the correct information to protect themselves from workplace harassment and discrimination.

Worker Responsibilities:

- 40.9 All workers are responsible for working in compliance with the policy and its procedures, are required to bring forward concerns regarding workplace harassment and discrimination, and must report all instances involving harassment and discrimination.

40.9.1 If possible express your concern to the individual(s) involved and let them know their behaviour is unacceptable or inappropriate and needs to stop. If this process is done and the incident is resolved, document the times, dates, locations, possible witnesses, what happened, and your response to the incident and keep them for your records in the event the same issue occurs at a later date. Lastly, contact your immediate supervisor to inform them of the incident.

40.9.2 If you are not comfortable confronting the individual(s) and the incident is not resolved, document the times, dates, locations, possible witnesses, what happened, and your response to the incident and report it to your immediate Supervisor, Manager, General Manager, Human Resources Department, or CAO, in the order listed above, for immediate assistance. If you feel that you are unable to speak with your direct supervisors please contact the Human Resources Department for immediate assistance.

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

- 40.11 When an investigation is required it will be conducted by the Human Resources Department. Information collected during the investigation process will be kept confidential. Those workers directly involved in the incident will be notified of the findings of the investigation. The employer

will take appropriate corrective actions to eliminate or control the incident/hazard and document the process.

- 40.12 The employer will respect the privacy of all parties concerned as much as possible. The employer will not disclose the circumstances or the names of the complainant, the individual alleged to have committed the harassment or discrimination, and any witnesses, except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.
- 40.13 No worker will be reprimanded when acting in good faith while following this policy and the supporting procedures when dealing with situations involving workplace harassment or discrimination. This harassment and discrimination prevention policy does not discourage a worker from exercising the worker's right under any other law, including the Alberta Human Rights Act.

# Workplace Harassment And Discrimination Prevention Procedures

