

Municipality of South Huron Policy



Policy Name:	Violence and Harassment in the Workplace Policy
Policy Number:	A09-Human Resources-002-2018
Section:	Harassment and Violence
Effective Date:	2018-08-01
By-Law or Resolution:	Res: 000-2018
Supersedes:	Res: 283-2010
Last Revision:	2018-07-16
Schedule for Review:	2019-08-01

The Municipality of South Huron (the Municipality) recognizes the potential for workplace violence and harassment and is committed to working with management and employees to provide a safe and respectful work environment.

The Municipality does not condone and will not tolerate workplace violence or harassment on company premises, while an employee is conducting company business at other locations, during work-related travel or when conducting business by phone or email.

Any act of violence or harassment committed by or against any employee is unacceptable and may be subject to the Municipality's disciplinary action process within the Corporate Personnel Policy and/or legal action.

For the purpose of this policy, violence includes, but is not limited to:

- the use of, or attempted use of, physical force by a person against an employee in the workplace that causes or could cause physical injury (e.g., hitting, shoving, pushing, or kicking).
- any threat, behaviour, or action directed by or at an employee and interpreted as carrying the potential to harm or endanger the safety of the employee or other (e.g., yelling, threatening language, inappropriate or offensive language, shaking fists, destroying property, or throwing objects).

For the purpose of this policy, harassment includes, but is not limited to

- workplace sexual harassment as defined by the Occupational Health and Safety Act
- Any actions that create a hostile, intimidating or offensive workplace
- engaging in a course of vexatious conduct that is known or ought reasonably to be known as unwelcome
- verbal conduct such as derogatory jokes, comments, and slurs
- unwanted sexual advances, invitations, or comments
- visual conduct such as the posting, display, or electronic messaging of derogatory and/or sexually oriented posters, pictures, photography, illustrations, or gestures
- threats and demands to submit to various acts or activities not associated with one's regular duties and responsibilities of employment

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- any verbal, written, or physical conduct relating to a person's race, religion, colour, age, sex, national origin, disability, or any other protected basis under applicable federal, provincial, and local law
- retaliation for having reported or warned of an instance of harassment and/or discrimination

The Municipality will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence and harassment. All employees are expected to comply with this policy and must make reasonable effort to prevent violent or harassing behavior. Further, all employees are expected to report any concerns or complaints. The Municipality will ensure all employees are educated on violence and harassment including our program and workplace procedures as well as roles and responsibilities. In addition, a copy of this policy will be made available to all employees.

Management will investigate and deal with all incidents and complaints in a fair and timely manner with utmost consideration for the maintenance of confidentiality. The policies and programs will be reviewed annually and updated if required.

Management must ensure that all measures and procedures set out in these policies and the supporting programs are carried out in the workplace.

This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or harassment, or who are involved in an investigation. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence and/or harassment.

Maureen Cole
Mayor

Dan Best,
Chief Administrative Officer