

## Policy #1a/1998 - Harassment Policy

1. Definition (section 2(1) of *The Occupational Health and Safety Act, 1993*):  
"Harassment" means any objectionable conduct, comment or display by a person that:
  - (i) Is directed at a worker;
  - (ii) Is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and
  - (iii) Constitutes a threat to the health or safety of the worker.
2. Worker right  
Every worker is entitled to a working environment that is free of harassment.
3. Employer obligation  
The Rural Municipality of Moose Creek No. 33 will ensure that no worker is subjected to harassment at this place of employment.
4. Worker obligation  
No worker shall cause or participate in the harassment of another worker.
5. Procedure for dealing with harassment concerns  
All complaints will be taken seriously. The rights of all concerned will be respected. Workers are encouraged to use these steps to address incidents of alleged harassment internally.
  - 5.1 A worker who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
  - 5.2 Where this cannot be done, or is unsuccessful, the worker should report the alleged harassment to the Administrator. In the event that the complaint is against the Administrator, the worker should report the alleged harassment to the Reeve of Rural Municipality of Moose Creek No. 33 who will then take the action indicated below for the Administrator.
  - 5.3 Once a report is received, the Administrator shall immediately notify the alleged harasser of the complaint; and undertake a confidential investigation.
  - 5.4 Following the conclusion of the investigation, the Administrator will inform the Complainant and the alleged harasser of the results of the investigation.
6. Where harassment has been substantiated, the Administrator will take appropriate corrective action to resolve the complaint. Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.
7. Confidentiality  
The Administrator will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purpose of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

8. External Complaints

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Occupational Health and Safety Division under *The Occupation Health and Safety Act, 1993*; particularly sections 3 and 4; and *The Occupational Health and Safety Regulation, 1996*; particularly section 36. A worker may also file a complaint with the Saskatchewan human Rights commission under the Saskatchewan Human Rights Code, particularly sections 16, 17, 18 and 27. A worker retains the right to exercise any other legal avenues available. For more information, contact the Department of Labour, Occupational Health and Safety Division, at (306)787-4496.