

Resort Village of Candle Lake

Harassment Policy for the Resort Village of Candle Lake

Category: Employee Relations

Date Established: May 5th, 2017

Responsible Office: Administration

Date Last Revised: May 5th, 2017

Responsible Manager: Administrator
and/or Mayor

Effective date: May 5th, 2017

Policy Number: 300-51

Council Resolution Number: 248/2017

Replaces Policy Number: N/A

Summary

Every employee is entitled to employment free of harassment. The Resort Village of Candle Lake (RVCL) is committed to a harassment-free workplace where everyone is treated with dignity and respect.

Policy

POLICY STATEMENT: This policy supports a respectful environment and defines harassment; describes the RVCL's duty, the employee's duty, the complaint and resolution procedures and options. This policy also addresses the respect for privacy, prevention strategies and possible consequences for policy violation.

DEFINITION OF HARASSMENT:

Pursuant to *The Saskatchewan Employment Act*:

Harassment means any inappropriate conduct, comment, display, action or gesture by a person, whether in person or in writing, that constitutes a threat to the health or safety of the worker, and is either:

- based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- adversely affects the worker's psychological or physical well-being and that the person knows or out to reasonably know would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).
- Personal harassment may involve repeated occurrences. However, a single incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker. It does not include any reasonable action taken relating to the management of the place of employment.
- Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome, is also prohibited.

THE RESORT VILLAGE OF CANDLE LAKE'S COMMITMENT:

The Resort Village of Candle Lake, and its managers, will take all complaints of harassment seriously. The RVCL is committed to implementing this policy and to ensure it is effective in preventing and stopping harassment, as well as a creative and productive and respectful workplace.

RESPONSIBILITY:

The Mayor and/or the Administrator.

APPLICABILITY:

In accordance with Section 3 of *The Saskatchewan Employment Act*, the Council and all persons employed by the Resort Village of Candle Lake shall refrain from causing or participating in harassment of another employee, and co-operate with any person investigating harassment complaints.

In cases where harassment is by a member of the public, an employee must report the harassment to their supervisor or the administrator who will use their discretion to deal with the situation appropriately.

PROCEDURE:

Any employee encountering a personal harassment shall:

- Make his or her disapproval, objection or unease known to the harasser immediately, and where possible, request that the conduct cease. If the employee does not wish to talk to the harasser, the employee may go directly to reporting the matter to a supervisor or the department head.
- Prepare and maintain a written record of the harassment including dates, times and nature of the conduct and witnesses, if any.
- The employee should report the alleged harassment to a supervisor or the administrator.
- If the complaint is made to a supervisor, that supervisor will immediately make the administrator aware of the complaint. Once the administrator receives a complaint of harassment, they will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a matter satisfactory to the complainant, the administrator will notify the alleged harasser of the complaint, provide the alleged harasser with the information concerning the circumstances of the complaint and undertake a confidential investigation.
- Following the conclusion of an investigation, the administrator will inform the complainant and the alleged harasser of the results of the investigation.
- Where harassment has been substantiated, the employer will take appropriate corrective action to resolve the complaint.

CONFIDENTIALITY:

The Resort Village of Candle Lake will not disclose the identity of the complainant or alleged harasser or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

OTHER COMPLAINT OPTIONS:

The Resort Village of Candle Lake acknowledges that nothing in this policy prevents or discourages an employee from referring a harassment complaint to Occupational Health and Safety or The Saskatchewan Human Rights Commission. An employee also retains the right to exercise other legal avenues.

Contact Information

For further information on this policy, please contact the Resort Village of Candle Lake at 306-929-2236, fax 306-929-2201 or email rvcandlelakeoffice@sasktel.net.

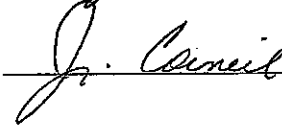
Date Approved: May 5, 2017

Mayor



Resolution Number: 248/2017

Administrator


_____