	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Department:	HR-4002 Respect in the Workplace Policy March 10, 2025 Corporate Services
Revisions:	June 22, 2020

Policy Statement:

The Town of Vegreville recognizes the dignity and worth of every employee and believes in providing and maintaining a work environment in which all employees are free from workplace violence, harassment, and discrimination. This policy applies to all employees, and those contracted by the Town, and covers all forms of violence, bullying, harassment, and discrimination prohibited under human rights legislation.

The Town of Vegreville is committed to eliminating, or when not practicable, controlling violence, harassment, and discrimination at all Town facilities and worksites. Promoting a violence, harassment, and discrimination free environment in which all people respect one another and work together to achieve common goals. Any act of violence, harassment, and/or discrimination committed by or against any employee or member of the public is unacceptable conduct and will not be tolerated. It is mandatory that any instances of violence, harassment, and/or discrimination be reported.

The Town of Vegreville is committed to:

- investigating reported incidents of violence, harassment, and discrimination in a prompt, objective, and sensitive manner
- taking necessary corrective action
- providing appropriate support to victims.

No individual shall be penalized in any way for making a complaint or giving evidence in an investigation unless the information given is proven to be malicious and without foundation.

1.0 Reason for Policy

1.1 To ensure that individuals are aware of the seriousness with which The Town of Vegreville views violence, harassment, and discrimination.

1.2 To ensure that disciplinary and/or corrective action shall be imposed in the event of such confirmed behavior.

1.3 To ensure that individuals are advised of the assistance available to them and the recourse they

may take should they believe they are subjected to, or become aware of situations involving violence, harassment, and/or discrimination.

2.0 Related Information

2.1 Town of Vegreville HR-4001: *Employee Policy Manual*

2.2 Occupational Health and Safety Act, SA 2020, c O-2.2

3.0 Definitions

3.1 **Complainant** means the person who has allegedly been a victim of violence, harassment and/or discrimination.

3.2 **Discrimination** means the differential treatment of an individual on the basis of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation or any other factor that is legislatively protected within the province where the employee works (“Prohibited Grounds”).

3.3 **Harassment** means engaging in a course of vexatious or inappropriate comments or conduct that is known, or ought to reasonably be known, to be unwelcome. It may include unwelcome, unwanted, offensive, humiliating, or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual’s work performance; adversely affecting an individual’s employment relationship; and/or denying an individual’s dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

3.3.1 **Sexual Harassment** means any unsolicited conduct, comment, or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advance (oral, written or physical); requests for sexual favours; unwelcome sexual or gender related comments, innuendoes, remarks, jokes or taunts; unnecessary physical contact such as patting, touching, pinching or hitting; displays of sexually degrading, offensive or derogatory material such as graffiti or pictures; physical or sexual assault.

All employees have a right to be free from an unwelcome sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the employee and from a reprisal or a threat of reprisal for the rejection of such an unwanted sexual solicitation or advance.

3.3.2 **NOTE:** Harassment does not refer to supervisory personnel exercising legitimate authority as part of a responsibility for performance management such as, but not limited to: performance evaluations based on work performance; imposition of appropriate discipline; a request or directive to do something that a reasonable person would consider as relevant to a job function; or denial of request for time off.

3.4 Investigator means the individual appointed by the Chief Administrative Officer to lead the investigation, determine the findings and recommend outcomes. Normally an investigator will be a Town of Vegreville employee, however, may also be an external appointment.

3.5 Manager means an immediate supervisor, manager, or designate. Where the manager is the respondent in an allegation of workplace violence, harassment, and/or discrimination, 'manager' shall mean the next higher position in the respective department.

3.6 Respondent means the person who is alleged to have committed the offense.

3.7 Violence means:

3.7.1 The exercise of physical force by a person against an employee, in the workplace, that causes or could cause physical injury to the employee.

3.7.2 An attempt to exercise physical force against an employee, in the workplace, that could cause physical injury to the employee.

3.7.3 A statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.

3.7.4 Acts or threats of domestic violence against an employee that may create a risk of danger to the employee or others in the workplace.

3.8 Witness means someone who has seen and/or reported an alleged incident of violence, harassment, and/or discrimination against another individual.

3.9 Workplace means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (social events, golf games, etc.), work assignments outside the Town's office, work-related travel, and work-related conferences or training sessions.

4.0 Responsibilities

4.1 Town Council to:

4.1.1 Approve by resolution this policy and any amendments.

4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

4.2.1 Implement this policy and approve procedures.

- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.2.3 Determine the appropriate person responsible for conducting the investigation as each case must be determined on its own merit.

4.3 Director/Manager of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.3.4 Report any complaints to the Payroll & Human Resources Administrator.
- 4.3.5 Understand, and adhere to this policy and procedure.
- 4.3.6 Ensure employees are aware of this policy and procedure.

4.4 All Employees to:

- 4.4.1 Understand and adhere to this policy and procedure.
- 4.4.2 Report any incidents of violence, harassment, and/or discrimination to a Manager.

5.0 Confidentiality

- 5.1 All reasonable efforts shall be made to ensure that any allegation made pursuant to this policy is kept confidential except:
 - 5.1.1 where disclosing such information helps to ensure the personal safety of any individual;
 - 5.1.2 to the extent necessary to investigate or respond to any legal or administrative proceedings; and/or
 - 5.1.3 where disclosing such information is required under law.
- 5.2 All employees involved in the investigation process shall maintain the confidentiality of such information except where required to provide information for an investigation.
- 5.3 It is the responsibility of any individual who becomes aware of an incident of violence, harassment and/or discrimination to disclose details of the incident to a Manager, Director, or Payroll & Human Resources Administrator.

5.4 No record of the complaint will be maintained on the personnel file of the complainant. At the conclusion of each complaint process, all related documentation will be maintained for safe keeping in a confidential manner by the CAO or designate in the related "Respect in The Workplace" file.

6.0 Policy Review

6.1 This policy and corresponding procedure must be reviewed in any of the following circumstances:

6.1.1 When an incident of violence or harassment indicates a review is required;

6.1.2 Where there is a change to the work or work site that could affect the potential for violence or harassment to occur;

6.1.3 If the Joint Health & Safety Committee (JHSC) requests a review; or

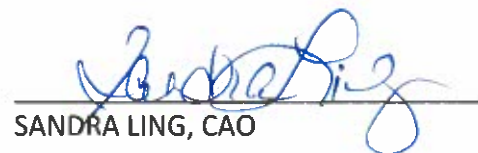
6.1.4 At least every three (3) years.

6.2 This policy and corresponding procedure must be reviewed in consultation with the Joint Health & Safety Committee (JHSC).

7.0 End of Policy



Mayor TIM MACPHEE



SANDRA LING, CAO