

BYLAW NO. 7-97

A BYLAW to provide for the adoption of a **HARASSMENT POLICY** for the Rural Municipality of Viscount No. 341.

WHEREAS the R.M. of Viscount is bound by Section 36 (1) & (2) of the Occupational Health and Safety Regulations, 1996 to adopt a Harassment Policy which has been drafted in consultation with the O H & S Committee in writing;

AND WHEREAS the O H & S Committee is in favor of the attached Policy as witnessed by the signature of the Committee Representative;

NOW THEREFORE the Council of the Rural Municipality of Viscount No. 341 in open meeting assembled ENACT AS FOLLOWS:

1. This Bylaw shall be known as the Harassment Policy Bylaw.
2. The Reeve and Administrator are hereby authorised, empowered and directed to execute the said policy on behalf of the Rural Municipality of Viscount No. 341, and to affix the corporate seal of the Rural Municipality of Viscount No. 341 thereto, and to do and to cause to be done all acts, matters and things which may be necessary to enforce the Harassment Policy which shall be attached to and form a part of this bylaw.
3. This Bylaw shall come into force and take effect from and after the day of final passing thereof.



REEVE

SEAL



ADMINISTRATOR

Certified a true copy of Bylaw No. 7-97 adopted by resolution of Council this 9th day of December, 1997 A.D.



ADMINISTRATOR

HARASSMENT POLICY
FOR THE RURAL MUNICIPALITY OF VISCOUNT NO. 341

1. **Definition (section 2 (1)(l) 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, colour, 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 R.M. of Viscount No. 341 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 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; provide the alleged harasser with information concerning the circumstances 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. **Resolution and corrective action**
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 Occupational Health and Safety Act, 1993*; particularly sections 3 and 4; and *The Occupational Health and Safety Regulations, 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.

O H & S REPRESENTATIVE

R.M. OF VISCOUNT NO. 341


 REPRESENTATIVE


 REEVE


 ADMINISTRATOR

SEAL