

Town of Whitewood Statement of POLICY and PROCEDURE			
Department:	General Government	Policy No.	01
Section		Issued:	
Subject:	Harassment Policy	Effective:	
Council Resolution # and Date:	Maki/McEwen #267/13 June 18, 2013	Page:	3
Issued By:		Replaces:	
Approved By:	Council	Dated:	June 18/13

1. POLICY

- 1.01 The Town of Whitewood shall establish a Harassment Policy.

2. PURPOSE

- 2.01 The purpose of this policy is to:
- To create harassment free work place for their employees where everyone is treated with dignity and respect.

3. SCOPE

- 3.01 This Statement of Policy and Procedure applies to the General Government Department.

4. RESPONSIBILITY

- 4.01 That the Town of Whitewood provides every employee an employment free of harassment.

5. PROCEDURE

- 5.01 Pursuant to *The Occupational Health and Safety Act, 1993* (OHS Act):

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

5.01.1 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

5.01.2 Adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

- 5.02 Personal Harassment must involve repeated occurrences. However, a single serious incident may also constitute if it is shown to have a lasting harmful effect on a worker.
- 5.03 Sexual Harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome, is also prohibited.
- 5.04 Town of Whitewood and its council, administrator or town foreman, will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.
- 5.05 In accordance with Section 4 of the OHS act, all employees, including managers and supervisors employed by the Town of Whitewood, shall refrain from causing or participating in the harassment of another employee, and co-operate with any person investigating harassment complaints.
- 5.06 An employee 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.
- 5.07 Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to the employer, or to one of the person designated by the employer to receive complaints of harassment.
- 5.08 The Town of Whitewood designates the Chief Administrative Officer and the Town Foreman to receive complaints of harassment.
- 5.09 The Chief Administrative Officer and the Town Foreman is hereby required to immediately bring the complaint to the attention of the employer.
- 5.10 The employer will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a manner satisfactory to the complainant, the employer 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.
- 5.11 Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results of the investigation.
- 5.12 Where harassment has been substantiated, the employer will take appropriate corrective action resolve the complaint.
- 5.13 The Town of Whitewood 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.

- 5.14 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 any other legal avenues available.
- 5.15 A Saskatchewan person has the right to healthy and safe work environments free from harassment.

(policy has been copied from Work Safe Saskatchewan, Ministry of Labour Relations and Workplace Safety website)

Violent Incident Report Form

General Information

Date of Incident	Time <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Name	Job Title
Employee ID	Department
Exact Location of Incident	

Type of Assault (check all that apply)

- ☐ Verbal ☐ Threat ☐ Pushed ☐ Scratched ☐ Bitten ☐ Struck ☐ Kicked
☐ Other (please describe)

Police Called?

- ☐ Yes ☐ No

Advised to Consult a Doctor?

- ☐ Yes ☐ No

Medical Attention, First Aid Obtained?

- ☐ Yes ☐ No

WCB Forms Completed?

- ☐ Yes ☐ No

Investigation will be conducted?

- ☐ Yes ☐ No ☐ In Progress

Report to be filed with Director (or designate)?

- ☐ Yes ☐ No

Action Taken

Information About the Suspect

- ☐ Customer ☐ Employee ☐ Ex-Employee ☐ Delivery Person ☐ Other (specify)

Name and address of suspect if known:

Other Information

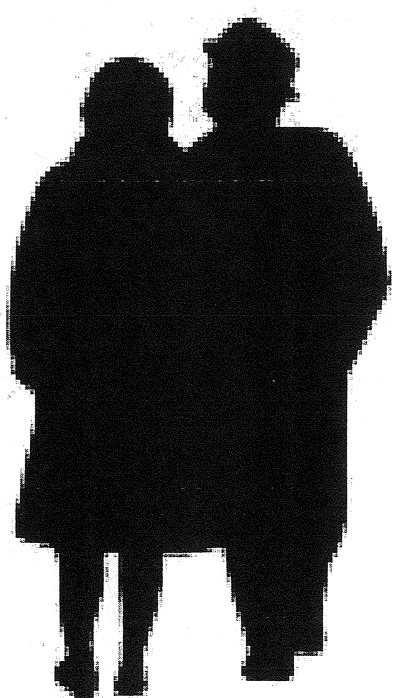
Was the suspect involved in previous violent incidents? ☐ Yes ☐ No

Measures will be taken to prevent a recurrence ☐ Yes ☐ No ☐ In Progress

Please provide any other information that you think is relevant

Dated:	Employee Signature:
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Suspect and Vehicle Identification Report Form

General Appearance					Facial Appearance	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Age	Height	Weight	Race	Skin/hair colour	Hair Style
					Wrinkles	Hair texture
					Shape of Eyebrow	Ear size & Shape
					Shape & size of eye	Mouth & lips
					Shape of Nose	Moustache or beard
					Neck & Adam's Apple	Cheeks full or sunken
					Below, print those specific facial details that you definitely remember:	
Hat (colour/type)	Coat	Shirt	Trousers/skirt / dress	Shoes	Tie	Tool or weapon seen:
Hair (colour/style)						
Eyes (colour/glasses)						
Complexion						
Jewellery						
Scars/marks						
Tattoos						
What did the suspect say?						
List any other details you recall:						
Vehicle						
Colour	Make	Model	License	Body Style	Damage/Rust	Antenna
Bumper Sticker(s)			Wheel Covers		Direction of Travel	

Incident – Account of Events:

1. Circumstances surrounding the threats including: How was the threat made and to whom? How was the threat going to be carried out? Previous incidents involving the parties involved.

The incident was reported to:

- ☐ Dept. Head/Manager/Supervisor's Name: _____
- ☐ Police Officer's Name(s): _____
- ☐ Occupational Health & Safety Committee Member: _____
- ☐ Other - Name: _____

Was incident attended by doctor or hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of doctor, hospital and/or medical centre.	Did employee return to work the same day? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is critical incident debriefing required? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Date:	Employee's Signature:
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Investigation:

What steps have been/will be taken to prevent a similar accident from occurring?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Department Head's Remarks:

Date:	Department Head's Signature:
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