

# Harassment: A Sample Policy

Revised: February 2011

**Harassment Policy for:** \_\_\_\_\_  
Employer Name

## Statement of Commitment

Every employee is entitled to employment free of harassment. \_\_\_\_\_  
Employer Name  
is committed to a harassment-free workplace where everyone is treated with dignity and respect.

## Definition of Harassment

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 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 ought reasonably to know would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

Personal harassment must involve repeated occurrences. However, a single serious 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.

## Employer's Commitment

\_\_\_\_\_, and its managers and supervisors, will take all complaints  
Employer Name  
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.

## Employee's Duty

In accordance with Section 4 of the OHS Act, all employees, including managers and supervisors employed by \_\_\_\_\_, shall refrain from causing or participating  
Employer Name  
in the harassment of another employee, and co-operate with any person investigating harassment complaints.

## Complaint Procedure

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.

Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to the employer, or to one of the persons designated by the employer to receive complaints of harassment, namely:

_____	_____
<i>Name</i>	<i>Position</i>
_____	_____
<i>Name</i>	<i>Position</i>
_____	_____
<i>Name</i>	<i>Position</i>
_____	_____
<i>Name</i>	<i>Position</i>

Once a person designated by the employer to receive complaints of harassment receives a complaint, that person shall immediately bring the complaint to the attention of the employer.

The employer 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 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.

Following the conclusion of the investigation, the employer 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

\_\_\_\_\_ 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 Options for Complaints

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.

Saskatchewan people have the right to healthy and safe work environments free from harassment.

\*For a comprehensive sample harassment policy and guide, see *Harassment Prevention Guide and Sample Policy* at [www.lrws.gov.sk.ca/ohs](http://www.lrws.gov.sk.ca/ohs).