

Harassment: Sample Policy

Harassment Policy Statement for: _____

Date: _____

Statement of Commitment

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

Definition of Harassment

Pursuant to 3-1(1)(l) of *The Saskatchewan Employment 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:
 - based on any prohibited grounds as defined in *The Saskatchewan Human Rights Code, 2018* or on physical size or weight;
 - 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); or
 - is of a sexual nature that a person knows or ought reasonably to know is unwelcome.

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.

This policy covers harassment connected to any matter or circumstance arising out of the worker's employment, including third party harassers. Customers, clients, patients, contractors or their workers and others invited to the workplace could harass an employee.

Employer's Commitment

Employer's Name, and its managers and supervisors, 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.

Employee's Duty

In accordance with Part III of *The Saskatchewan Employment Act*, all employees, including managers and supervisors employed by Employer's Name, shall refrain from causing or participating in the harassment of another employee, and co-operate with any person investigating harassment complaints.

A copy of the company's full harassment policy can be found at: xxx

Complaint Procedure

An employee who believes that they have 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:

_____	_____
Name	Position
_____	_____
Name	Position
_____	_____
Name	Position
_____	_____
Name	Position

Once a person designated by the employer 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, provide the alleged harasser with 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.

Where harassment has been substantiated, the employer will take appropriate corrective action.

Confidentiality

_____, *Employer's Name*, will not disclose the identity of the complainant or alleged harasser, except where disclosure is necessary to investigate or take disciplinary action, 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 at the Ministry of Labour Relations and Workplace Safety or the Saskatchewan Human Rights Commission. An employee also retains the right to exercise any other legal avenues available.