

Village of Port Clements

Respect in the Workplace Policy

Policy No. 10, 2013

Prepared by CAO Kim Mushynsky

Adopted: November 21, 2013

Objective:

- to formalize the responsibility and commitment of the Village of Port Clements to ensure the workplace is free from any form of discrimination or harassment (including sexual harassment and bullying).
- to provide processes and procedures to handle complaints and remedy situations if workplace discrimination, harassment, bullying or conflict occurs.

Policy:


- **Harassment is not acceptable in the operations of the Village of Port Clements. Everyone has a right to a harassment free environment and everyone has a responsibility to ensure that the Village of Port Clements is a harassment free place to work.**
- **This policy applies to all employees, Mayor, Council Members, Volunteers and Contractors who are working on projects for the Municipality.**

GENERAL

- Getting along with co-workers may not always be easy, but making an effort to resolve conflict at work should be the goal of all. It is the expectation that each person will try his/her best to get along with co-workers, Council and management.
- Discrimination refers to unfair, differential treatment of individuals and is prohibited by law. The BC Human Rights Code protects all from discrimination on the following grounds: race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, sex, sexual orientation, age, political belief or unrelated criminal or summary conviction.
- Bullying/Harassment means engaging in a course of annoying comment or conduct that is known, or ought reasonably to be known, to be unwelcome but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. Bullying can also be described as the assertion of power through aggression. Harassment includes, but is not limited to, physical threats or intimidation and words, gestures actions or jokes which may humiliate, degrade or abuse someone and distribution.
- Sexual harassment is uninvited, unwelcome conduct that is sexual in nature. Sexual harassment includes, but is not limited to, jokes, innuendoes or derogatory comments regarding someone's body, appearance, physical or sexual characteristics, displaying sexually offensive pictures and unwanted physical contact of any kind.

PROCEDURE

- Those who feel subject to, or who are aware of an incident of discrimination or bullying/harassment, are encouraged to try and communicate directly with the other individual involved and advise him/her that the behavior is unwelcome. If an individual does not feel able to communicate directly with the other person involved he/she should discuss the issue with a member of management or from Council if that is more appropriate. All incidents of discrimination and/or bullying/harassment must be reported so that corrective action may be taken to stop the behavior.
- Each incident reported will be investigated in a timely manner and appropriate remedial action will be taken upon completion of the investigation. All complaints should be resolved within 60 days. Where warranted, disciplinary action will be taken. Individuals who file a complaint under this policy are still eligible to file a Human Rights complaint with the BC Human Rights Tribunal. Complaints to the BC Human Rights Tribunal must be filed within six months of the alleged incident.
- An allegation of harassment is an extremely serious matter. Complaints which are made in bad faith or which are vexatious or vindictive in nature may lead to discipline for the individual who filed the complaint.



Mayor Wally Cheer



Administrator Kim Mushynsky