



Town of Vegreville Policy

Policy No.:	HR-4002
Policy Title:	Respect in the Workplace Policy
Approval Date:	June 22, 2020
Revised Date:	
Department:	Corporate Services

Policy Statement:

The Town of Vegreville (the “Town”) recognizes the dignity and worth of every employee and believes in providing and maintaining a work environment in which all employees are free from workplace violence, harassment, and discrimination. This policy applies to all employees and covers all forms of violence, bullying, and harassment and all forms of discrimination prohibited under human rights legislation.

The Town of Vegreville believes in the prevention of violence, harassment, and discrimination and promotes a violence, harassment, and discrimination free environment in which all people respect one another and work together to achieve common goals. Any act of violence, harassment, and discrimination committed by or against any employee, student, volunteer, client, or member of the public is unacceptable conduct and will not be tolerated. It is mandatory that any instances of violence, harassment, and discrimination be reported.

The Town of Vegreville is committed to:

- investigating reported incidents of violence, harassment, and discrimination in a prompt, objective, and sensitive manner
- taking necessary corrective action
- providing appropriate support to victims.

No individual shall be penalized in any way for making a complaint or giving evidence in an investigation unless the information given is proven to be malicious and without foundation.



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1.0 Reason for Policy

1.1 The purpose of this policy and procedures is to ensure that:

- 1.1.1 individuals are aware of the seriousness with which The Town of Vegreville views violence, harassment, and discrimination
- 1.1.2 disciplinary and/or corrective action shall be imposed in the event of such confirmed behavior
- 1.1.3 individuals are advised of the assistance available to them and the recourse they may take should they believe they are subjected to, or become aware of situations involving violence, harassment, and/or discrimination.



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2.0 Confidentiality

- 2.1 All reasonable efforts shall be made to ensure that any allegation made pursuant to this policy is kept confidential except:
 - 2.1.1 where disclosing such information helps to ensure the personal safety of any individual;
 - 2.1.2 to the extent necessary to investigate or respond to any legal or administrative proceedings; and/or
 - 2.1.3 where disclosing such information is required under law.
- 2.2 All employees involved in the investigation process shall maintain the confidentiality of such information except where required to provide information for an investigation.
- 2.3 It is the responsibility of any individual who becomes aware of an incident of violence, harassment and/or discrimination to disclose details of the incident to a manager or director.
- 2.4 No record of the complaint will be maintained on the personnel file of the complainant. At the conclusion of each complaint process, all related documentation will be maintained for safe keeping in a confidential manner by the CAO or designate in the related "Respect in The Workplace" file.



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Policy No.:	HR-4002-3.0
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3.0 Definitions

3.1 Complainant means the person who has allegedly been a victim of violence, harassment and/or discrimination.

3.2 Discrimination means the differential treatment of an individual on the basis of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation or any other factor that is legislatively protected within the province where the employee works (“Prohibited Grounds”)

3.3 Harassment means engaging in a course of vexatious or inappropriate comments or conduct that is known, or ought to reasonably be known, to be unwelcome. It may include unwelcome, unwanted, offensive, humiliating, or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual’s work performance; adversely affecting an individual’s employment relationship; and/or denying an individual’s dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

3.3.1 Harassment includes **Sexual Harassment** which includes any unsolicited conduct, comment, or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advance (oral, written or physical); requests for sexual favours; unwelcome sexual or gender related comments, innuendoes, remarks, jokes or taunts; unnecessary physical contact such as patting, touching, pinching or hitting; displays of sexually degrading, offensive or derogatory material such as graffiti or pictures; physical or sexual assault.

All employees have a right to be free from an unwelcome sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the employee and from a reprisal or a threat of reprisal for the rejection of such an unwanted sexual solicitation or advance.

3.3.2 NOTE: Harassment does not refer to supervisory personnel exercising legitimate authority as part of a responsibility for performance management such as, but not limited to: performance evaluations based on work performance; imposition of appropriate discipline; a request or directive to do something that a reasonable person would consider as relevant to a job function; or denial of request for time off.

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3.0 Definitions (Continued)

3.4 Investigator means the individual appointed by the Town Manager to lead the investigation, determine the findings and recommend outcomes. Normally an investigator will be a Town of Vegreville employee, however, may also be an external appointment.

3.5 Manager means an immediate supervisor, manager, or designate. Where the manager is the respondent in an allegation of workplace violence, harassment, and/or discrimination, 'manager' shall mean the next higher position in the respective department.

3.6 Respondent means the person who is alleged to have committed the offense.

3.7 Violence means:

3.7.1 The exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker.

3.7.2 An attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker.

3.7.3 A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

Please note that this definition of violence also includes acts or threats of domestic violence against an employee that may create a risk of danger to the employee or others in the workplace.

3.8 Witness means someone who has seen and/or reported an alleged incident of violence, harassment, and/or discrimination against another individual.

3.9 Workplace means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (social events, golf games, etc.), work assignments outside the Town's office, work-related travel, and work-related conferences or training sessions.



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4.0 Responsibilities

4.1 Town Council to:

4.1.1 Approve by resolution this policy and any amendments.

4.2 Town Manager to:

4.2.1 Implement this policy and approve procedures.

4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.2.3 Determine the appropriate person responsible for conducting the investigation as each case must be determined on its own merit.

4.3 Director of the Department to:

4.3.1 Ensure implementation of this policy and procedure.

4.3.2 Make recommendations to the Town Manager of necessary policy or procedure amendments.

4.3.3 Report any complaints to the Town Manager

4.4 Manager to:

4.4.1 Understand, and adhere to this policy and procedure.

4.4.2 Ensure employees are aware of this policy and procedure.

4.4.3 Report any complaints to department Director.

4.5 All Employees to:

4.5.1 Understand and adhere to this policy and procedure.

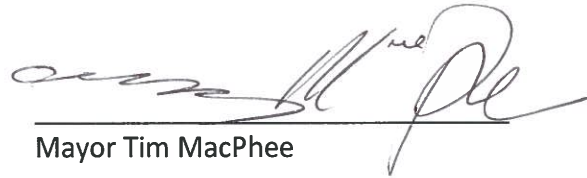
4.5.2 Report any incidents of violence, harassment, and/or discrimination to a manager.



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5.0 End of Policy



Mayor Tim MacPhee

Cliff Craig CLGM, Town Manager