

Policy

General Guidelines

Harassment is offensive, insulting, intimidating, and hurtful and is unacceptable behavior. It creates an uncomfortable work environment and has no place in, or outside of, the workplace. Violence and Harassment will not be tolerated in any work environment in the County.

Every Employee has the right to:

1. Be free from Harassment and Violence in the workplace by any Individual;
2. Claim and enforce his or her rights under this Policy, report and participate in investigations under this policy, and refuse to infringe on the right of another person under this policy, without reprisal or threat of reprisal for doing so.

Harassment

The Employer and agents of the Employer shall ensure Employees are free from Harassment and Violence by any Individual.

When an Employee is subjected to Harassment or Violence by an Individual, they should, if possible, make their feelings known verbally to that Individual, directly or with the assistance of a third party, and ask them to stop the offensive conduct.

Employees who feel harassed or threatened by an Individual are permitted to cease their interaction with them immediately. The Supervisor or Manager must support the Employee in resolving the incident in this manner, where appropriate.

When an Employee is subject to Harassment by an Individual, they should report the incident to their Supervisor or Manager.

The Supervisor or Manager must support the Employee without prejudice and work with the Employee to resolve the incident.

The Supervisor will report the incident to the CAO, who will at their discretion obtain legal advice if required.

A public notice summarizing the County's policy regarding harassment by any Individuals will be posted in the County offices to provide notice to the public that their interactions must be respectful and free from Harassment.

Title

Anti-Harassment

Page 2 of 2

Fraudulent or Malicious Complaints

If it is determined by the County that an Employee has intentionally made false statements regarding an allegation of Harassment or Violence, immediate disciplinary action will be taken, up to and including termination of employment.

Confidentiality

All records of Harassment or Violence, and subsequent investigations, are considered confidential and are strictly prohibited from being disclosed to anyone except to the extent as required by law.

Assurance against Retaliation

This Policy encourages Employees to freely express – in a responsible and orderly fashion – their thoughts, opinions, and feelings regarding complaints of Harassment or Violence. Retaliation by the Respondent, or anyone acting on behalf of the Respondent, against the Complainant is strictly prohibited and will result in appropriate disciplinary action. Retaliation by the Respondent, or anyone acting on behalf of the respondent, against any witness providing information about an incident of Harassment or Violence, is also strictly prohibited. Acts of retaliation include (but are not limited to) interference, coercion, threats and restraint.

Purpose:

Definitions:

Employees: includes all employees of the County of Two Hills No. 21.

Employer: means the County of Two Hills No. 21.

Complainant: individual who makes a complaint of Harassment or Violence.

Harassment: includes any behavior that demeans, humiliates threatens or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (e.g. touching, pushing), comments (e.g. jokes, name-calling), or displays (e.g. posters, cartoons). The conduct may occur on a one-time basis or in a continuing series of incidents, by word or act, including a communication, gesture, display, behavior or touch. Includes sexual harassment.

Individual: Members of the Public, all employees of the County and Council.

Respondent: individual or group of individuals accused of Harassment or Violence under this policy.

Violence: includes any threatened, attempted, or actual conduct of a person that is likely to cause physical injury, including conduct of a sexual nature.

Revisions

February 16, 2022