

Resort Village of Chitek Lake

Policy 42/2021

**A POLICY TO ESTABLISH THIRD PARTY PROTOCOL**

A. OBJECTIVE:

Every employee and member of Council is entitled to perform their duties free of harassment, undue distraction, discrimination and violence. The Municipality is committed to ensuring a productive environment where the dignity and worth of every person is respected.

The Municipality has a zero-tolerance policy on any type of harassment, discrimination or violence committed against staff or members of Council and all reasonable steps will be taken to prevent it and stop it if it occurs.

B. SCOPE:

This policy applies to everyone outside of the municipal workplace (staff and councillors) including but not limited to:

- I. Ratepayers; and
- II. Contractors or their workers; and
- III. Sales representatives; and
- IV. General public

C. DEFINITION OF HARASSMENT:

This policy covers harassment from third parties based on prohibited grounds, personal harassment and violence.

**1. Harassment Based on Prohibited Grounds**

This type of harassment is prohibited under *The Saskatchewan Employment Act* (the Act) and *The Saskatchewan Human Rights Code*, and includes any inappropriate conduct, comment, display, action or gesture by a person, that:

- a) Is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and /or
- b) Constitutes a threat to the health or safety of the person

This type of harassment also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or welcome.

Sexual harassment may include:

- A direct or implied threat of reprisal for refusing to comply with a sexually-oriented request;
- Unwelcome remarks. Jokes, innuendos, propositions or taunting about a person's body, attire, sex or sexual orientation;
- Displaying pornographic or sexually explicit pictures or materials;
- Unwelcome physical contact;
- Unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature; or refusing to work with or have contact with workers because of their sex, gender or sexual orientation.

**2. Personal harassment**

An inappropriate conduct, comment, display, action or gesture by an individual that adversely affects a worker's psychological or physical well-being, and which the perpetrator knows or ought to reasonably know would cause the individual to be humiliated or intimidated. Personal harassment is sometimes referred to as "bullying".

Personal harassment may involve repeated conduct or single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory or degrading comments, jokes or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work or to cooperate with or acknowledge others.

Harassment does not include any reasonable actions taken by the Municipality, a manager or a supervisor relating to the performance, management and direction of an individual's work or the workplace. This includes, but is not limited to, day-to-day management or supervisory decisions, job assessment and evaluation, performance discussions, expectation for work productivity and quality, and disciplinary action.

Harassment can exist even where there is no intention to harass or offend another. Every individual must take care to ensure his or her conduct is not offensive to another.

**D. Other Prohibited Behaviour**

The Municipality recognizes that certain conduct, while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The Municipality, in its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

**E. WORKER RIGHTS**

Every worker has the right to a harassment free work environment.

**F. MUNICIPALITY AND WORKER RESPONSIBILITY**

No individual shall participate in or encourage the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential in accordance with this policy.

**G. MUNICIPALITY RESPONSIBILITY**

The Municipality, Council members, the Administrator/Chief Administrative Officer, managers and supervisors will take all complaints of harassment seriously. The Municipality is committed to implementing a harassment free environment and will make every reasonably practicable effort to ensure that no individual is subjected to harassment, whether it is from a Council member, supervisor, co-worker or non-employee such as a member of the public.

**H. PROCEDURE**

a) Informal Process

An individual who believes that he or she has been the subject of conduct that is in violation of this policy is encouraged, where possible:

- I. to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and
- II. to attempt to resolve the issue by direct discussion with the offending individual;

The following reporting structure shall guide each recipient of harassment on who to report to immediately.

Recipient:	Report To:
Municipal Employee	Foreman or Administrator
Foreman	Administrator
Administrator	Mayor
Councillor	Mayor
Mayor	Administrator and Council

b) Formal Process

If harassment continues, the Council is authorized to:

- A. Refuse entry of any person into the municipal building; and/or
- B. Prohibit any person from communicating with specific municipal staff or Councillors.

The Administrator shall issue a written letter to such person formally advising them of any of the above instances.

I. Availability of the Policy

The Municipality will post this policy in locations visible to third parties at the municipal buildings (office and shop locations) and on the Municipal website.

J. This policy shall come into force this \_\_\_ day of September, 2021.

\_\_\_\_\_  
Mayor

Seal

\_\_\_\_\_  
Chief Administrative Officer

Resolution # \_\_\_\_\_