



# City of Dawson

## Violence & Harassment Prevention Policy

### 2021-02

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## POLICY STATEMENT

The City of Dawson is committed to providing a workplace where all workers are treated with dignity and respect. Each worker has the right to a violence-and-harassment-free workplace. Violence and harassment will not be tolerated from any person in the workplace including managers and supervisors, workers, customers, clients, other employers, members of the public.

### 1.00 Purpose

This policy applies to all City of Dawson full-time, part-time, seasonal, casual and temporary employees and addresses workplace harassment, discrimination or other unwanted behaviour from all sources such as other employees, supervisors, managers, contractors, members of Council and the public. Volunteers and Councillors are afforded the same rights and protections provided by this policy, while performing authorized activities for the City of Dawson.

This violence and harassment prevention policy does not limit a worker's rights under any other laws.

### 2.00 Definitions

2.01 The following terms are used within this policy and are defined as follows:

- a) "workplace violence" is generally understood as the threatened, attempted or actual application of physical force toward a worker that is likely to cause harm or lead a worker to believe that they are likely to be harmed. Violence can cause physical and psychological injuries.
- b) "workplace harassment" is generally understood as any objectionable comments or behaviours that we know, or should know, are likely unwelcome. This includes, but is not limited to, any inappropriate comments or objectionable behaviour relating to a worker's sex, sexual orientation, gender identity or gender expression, race, cultural or religious beliefs, toxic behaviour, gossiping, bullying, persistently excluding or isolating someone, sabotaging someone else's work.
- c) "workplace" is any location where a City worker is carrying out their occupational duties, including those locations that are not on primary work sites. This may include, but is not limited to, a social function, training and conferences, during travel, at restaurants, hotels or

meeting facilities being used for business purposes, during telephone, email or other communications. This may also include social networking sites.

- d) “program” means the Workplace Violence & Harassment Prevention Program as described in this policy.

2.02 Reasonable and respectful actions of an employer or supervisor to manage workers is not harassment. For example, giving instructions, changing workers’ job duties, deciding schedules and workloads, evaluating performance or taking disciplinary actions.

### **3.00 Objective**

The City, in collaboration with Union, will:

- a) work to prevent incidents from taking place through information, education, early identification and corrective discipline where appropriate
- b) thoroughly investigate reported incidents in an objective, sensitive and timely manner with due regard to confidentiality of all parties concerned
- c) provide fair and effective resolution of complaints
- d) take necessary action against those who are found in contravention of this policy; up to and including termination of employment
- e) provide support to those affected by misconduct, to maintain self-worth, health and wellness.

### **4.00 Procedures**

To support this policy, the City has developed the Workplace Violence & Harassment Prevention Program. The program includes procedures to protect workers from violence and harassment and a process for workers to raise concerns or report incidents.

### **5.00 Roles and Responsibilities**

The City will respect the workplace violence and harassment prevention policy and procedures. The City is responsible for a safe work environment, free of harassment. The City, supervisors and managers are required to apply and comply with this policy and supporting procedures. Supervisors are responsible for ensuring that the procedures are followed by workers.

Each worker at the City must comply with the workplace violence and harassment prevention policy and its procedures. Workers are entitled to a violence-and-harassment-free workplace. Workers must treat each other with respect and not engage in any workplace violence or

harassment. Each worker has the right to report any concerns or incidents of violence or harassment.

## **6.00 Retaliation**

Any form of retaliation or discrimination against an employee because that person initiated a Complaint of harassment, or because that person acted as a witness or otherwise participated in an investigation, may be considered a violation of this Policy. Such action may result in discipline up to and including termination of employment.

## **7.00 Confidentiality**

The privacy of all involved in a complaint or incident of violence and harassment will be protected as much as possible. The City will not identify to anyone a complainant, a respondent, any witnesses or any circumstances about a complaint, including personal information, unless it is necessary for the purpose of the investigation, to share the results of an investigation, for corrective action relating to the complaint, to inform workers of a risk of violence or harassment or where required by law.

If any personal information is shared, it will be the minimum amount needed to complete the investigation.

<b>POLICY TITLE:</b>	<i>Workplace Violence &amp; Harassment Prevention Program</i>
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<b>EFFECTIVE DATE:</b>	September 21, 2021
<b>ADOPTED BY COUNCIL ON:</b>	September 21, 2021
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Original signed by:  
Wayne Potoroka, Mayor

Cory Bellmore, CAO