

SECTION: Human Resources		POLICY #: HR-004A
Date Approved: June 3, 2019		Workplace Violence & Harassment Policy Statement
Revision Date:	Review Date:	
Authority: FI-12-19		

WORKPLACE VIOLENCE & HARASSMENT POLICY STATEMENT

The Corporation of the Town of Hanover recognizes the potential for workplace violence and harassment and is committed to working with employees to provide a safe and respectful work environment.

The Town of Hanover does not condone and will not tolerate workplace violence and harassment in any municipal facility, while an employee is conducting company business at other locations, during work-related travel or when conducting business by phone or email.

Any act of violence or harassment committed by or against any employee is unacceptable and will be subject to the Town of Hanover's discipline policy and/or legal action. This policy applies to visitors, clients, students, volunteers and contractors.

For the purpose of this policy, violence includes, but is not limited to:

- the use of, or attempted use of, physical force by a person against an employee in the workplace that causes or could cause physical injury (e.g., hitting, shoving, pushing, or kicking).
- any threat, behaviour, or action directed by or at an employee and interpreted as carrying the potential to harm or endanger the safety of the employee or other (e.g., yelling, threatening language, inappropriate or offensive language, shaking fists, destroying property, or throwing objects).

For the purpose of this policy, harassment includes, but is not limited to

- workplace sexual harassment, defined by the OHSAs as follows:
 - a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
 - b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- any actions that create a hostile, intimidating or offensive workplace.
- engaging in a course of vexatious conduct that is known, or ought reasonably to be known, as unwelcome.
- verbal conduct such as derogatory jokes, comments, and slurs.
- unwanted sexual advances, invitations, or comments.
- visual conduct such as the posting, display, or electronic messaging of derogatory and/or sexually oriented posters, pictures, photography, illustrations, or gestures.
- threats and demands to submit to various acts or activities not associated with one's regular duties and responsibilities of employment.
- any verbal, written, or physical conduct relating to a person's race, religion, colour, age, sex, national origin, disability, or any other protected basis under applicable federal, provincial, and local law.
- retaliation for having reported or warned of an instance of harassment and/or discrimination.

The Town of Hanover will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence and harassment including effects on mental well-being. All employees are expected to comply with this policy and must make all efforts to prevent violent or harassing behavior.

Further, all employees are expected to report any concerns or complaints. The Town of Hanover will ensure all employees are educated on violence and harassment, including program and workplace procedures as well as roles and responsibilities (Policy #: HR-004 Respect in the Workplace (Harassment & Violence)). In addition, a copy of this policy will be made available to all employees.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible, as per Policy #: HR-004. The policies and programs will be reviewed annually and updated if required.

Management must ensure that all measures and procedures set out in these policies and the supporting programs are carried out in the workplace.

This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or harassment, or who are involved in an investigation. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence and/or harassment.

With everyone's cooperation, the Town of Hanover will continue to be a safe and healthy workplace conducive to physical and mental wellbeing.

Dated and signed this 3rd day of June, 2019.



Susan Paterson, Mayor



Brian Tocheri, CAO/Clerk