

TOWN OF RAINBOW LAKE  
WORKPLACE HARASSMENT POLICY

ADM 2011-01

The management of the Town of Rainbow Lake is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Harassment will not be tolerated from any person inside of the organization or from any person outside of the organization. Everyone in the workplace must be dedicated to preventing workplace harassment. Council members, managers, supervisors, workers and visitors (either in person or via other means of communications) are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against an employee in a workplace – a comment or conduct that is known or ought to reasonably be known has unwelcome. Such as making degrading offensive remarks about the organizations' employee (s), using coarse language, or any type of verbal or physical abuse. Alberta human rights laws prohibit harassment in the workplace.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Such as; a supervisor or manager respectfully informing an employee that their performance is unacceptable and the employee needs to change their behaviour.

Employees are encouraged to report any incidents of workplace harassment in writing to their immediate supervisor. If the immediate supervisor fails to act upon the complaint within a reasonable amount of time the employee should report the incident of workplace harassment in writing to the chief administrative officer. If the chief administrative officer fails to act upon the complaint within a reasonable amount of time the employee is encouraged to report the incident of workplace harassment in writing to the Council as a whole.

**The employee is advised that there will be no negative consequences for a report made in good faith.**

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible. The complainant should understand that the defendant has a right to a hearing prior to a decision being made on the complaint.

Nothing in this policy prevents or discourages an employee from filing an application with the Human Rights Tribunal on a matter related to Alberta's Human Rights Code within one year of the last alleged incident. An employee also retains the right to exercise any other legal avenues that may be available.

Dated this 20<sup>th</sup> day of June 2011

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Mayor

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Chief Administrative Officer