

1. Purpose

The Town of Berwick (the Town) is committed to providing a workplace where employees are treated with respect and dignity, free from harassment, discrimination and violence.

All complaints made under this policy as well as the names of the parties involved will be kept confidential, acknowledging that a formal investigation may require limited disclosure. If there is a finding of improper conduct, it will be reflected only on the personnel file of the person who engaged in the conduct.

2. Objective

The Town commits to:

- Maintaining a workplace that is secure and free from harassment, discrimination and violence.
- Communicating with employees, guests, suppliers and contractors that offending behavior will not be tolerated.
- Establishing processes to deal with informal and formal complaints..

3. Definitions

Workplace means any place where business or work related activities are conducted.

This includes town sponsored events like meetings, social functions, travel, conferences or training sessions.

Harassment is to be interpreted broadly and means engaging in comments or conduct that is known, or ought to reasonably be known, to be unwelcomed. It may include unwanted, offensive or objectionable conduct that creates a hostile or offensive work environment that denies individual dignity and respect.

Discrimination The Town will adhere to the Canadian Human Rights Act for grounds for discrimination which include: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, disability, genetic characteristics, a conviction for which a pardon has been granted or a record suspended.

Procedure

Step 1: Direct Communication

Individuals are encouraged to resolve their concerns by speaking directly with the person engaging in the unwelcome conduct. Where employees feel comfortable and confident in doing so, they should clearly communicate their concern about the offensive conduct. If a retraction or apology isn't immediately forthcoming they should be prepared to walk away from the conversation.

Step 2: Management Support and Intervention

Employees who are not comfortable in dealing with the issue directly are encouraged to report it to their supervisor. Supervisors and Directors shall intervene and make every reasonable effort to resolve the situation.

Step 3: Formal Complaint

It is not always possible, nor appropriate, to resolve issues informally. To file a formal complaint:

- Summarize the offensive incident in writing (when, who is involved, offending behaviour, dated and signed by complainant)
- File the complaint with the Director or CAO.
- Cooperate with investigator(s)

If appropriate, **unionized employees** are to follow the grievance process outlined in their collective agreement to file a complaint.

Formal Complaint Resolution

Once a formal complaint under this policy is determined to be founded, it may be resolved in the following ways:

1. a formal apology;
2. a verbal warning;
3. a written warning.

If the matter is not resolved, the Town may engage a mediator to find a resolution.

The Town of Berwick is committed to providing a healthy, respectful and safe work environment for its employees.