

Town of Tisdale
Harassment Policy
Date: November 13, 2018

Statement of Commitment

Every employee is entitled to employment free of harassment. The Town of Tisdale is committed to a harassment-free workplace where everyone is treated with dignity and respect.

Definition of Harassment

Pursuant to 3-1(1)(l) of *The Saskatchewan Employment Act*, harassment means: any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is either: based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or

adversely affects the worker's psychological or physical well-being and that the person knows, or ought reasonably to know, would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

Personal harassment must involve repeated occurrences; however, a single serious incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker. It does not include any reasonable action taken relating to the management of the place of employment.

Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome, is also prohibited.

Employer's Commitment

The Town of Tisdale, and its managers and supervisors, will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

Employee's Duty

In accordance with Part III of *The Saskatchewan Employment Act*, all employees, including managers and supervisors employed by the Town of Tisdale, shall refrain from causing or participating in the harassment of another employee, and co-operate with any person investigating harassment complaints.

Complaint Procedure

An employee who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.

Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to the employer, or to one of the persons designated by the employer to receive complaints of harassment, namely:

Brad Hvidston, CAO

Carol Lawrence, Assistant CAO, Director of Finance

Mike Kuras, Director of Public Works

Lesley Thibault, Director of Recreation and Parks

Once a person designated by the employer receives a complaint, that person shall immediately bring the complaint to the attention of the employer.

The employer will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a matter satisfactory to the complainant, the employer will notify the alleged harasser, provide the alleged harasser with information concerning the circumstances of the complaint and undertake a confidential investigation.

Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results.

Where harassment has been substantiated, the employer will take appropriate corrective action.

Confidentiality

The Town of Tisdale will not disclose the identity of the complainant or alleged harasser, except where disclosure is necessary to investigate or take disciplinary action, or where such disclosure is required by law.

Other Options for Complaints

Nothing in this policy prevents or discourages an employee from referring a harassment to the Occupational Health and Safety Division or the Saskatchewan Human Rights Commission. An employee also retains the right to exercise any other legal avenues available.

MINUTES OF A SPECIAL COMMITTEE OF THE WHOLE COUNCIL OF THE TOWN
OF TISDALE HELD IN THE COUNCIL CHAMBERS OF THE TOWN OFFICE ON
THURSDAY, NOVEMBER 22, 2018 COMMENCING AT 11:30 AM

PRESENT Mayor: Al Jellicoe

Councillors: Mike Hill, Trent Markwart, Carson Penner & Brendan Samida

Staff: Brad Hvidston, Mike Kuras, & Sean Wallace

CALL TO ORDER

A quorum being present Deputy Mayor Penner called the meeting to order at 11:30 am.

KAY & DAVID SNIDER

Another letter requesting to speak at a Council meeting was presented to the Committee. After discussion it was agreed that the first step is to discuss the issue with the CAO and not to attend Council. It was recommended that a letter be sent to the Snider's indicating they must first discuss their issue or concern with the CAO before being allowed to discuss with Council.

LIBRARY BUDGET

It was generally agreed to refer the Library Budget to the budget committee for this year but that a letter will be sent to the Library Board indicating that there will be no increase in the 2020 budget.

COUNCIL REMUNERATION

The Council remuneration policy was presented. Further discussion on this item will come at a later date.

HARRASSMENT POLICY

Due to correspondence from the Government of Saskatchewan in regards to Harassment Policy requirements the Council was presented with the current Harassment Policy. No changes were recommended.

TDDDB MOTIONS

There were four Tisdale and District Development Board recommendations presented to council. It is recommended that the Council of the Town of Tisdale approve the four recommendations from the Tisdale and District