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Page: 1 of 3



CITY OF
Lethbridge

WORKPLACE HARASSMENT PREVENTION

PURPOSE

The City of Lethbridge is committed to providing a work environment that protects the physical, psychological and social well-being of people. Harassment will not be tolerated from any person at or outside of the work site. The City will take whatever steps are reasonable to protect our workers from workplace harassment. This policy does not discourage a worker from exercising their worker rights under any other law, including the *Alberta Human Rights Act*.

PERSONS AFFECTED

Employees/Special Purpose Bodies/City Council

POLICY STATEMENT

The City of Lethbridge is committed to eliminating, or if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment. The City of Lethbridge will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

RESPONSIBILITIES

Workers will:

- Work in compliance with this policy and the supporting procedures.
- Refrain from causing or participating in harassment.
- Raise any concerns about harassment and report any incidents to the appropriate person.
- Participate honestly and completely in investigations related to workplace harassment.

Supervisors will:

- Adhere to this policy and the supporting procedures.
- Refrain from causing or participating in harassment.
- Address as soon as reasonably practicable any observed behaviours of workplace harassment.
- Raise any concerns about harassment and report any incidents to the appropriate person.
- Participate honestly and completely in investigations related to workplace harassment.

Business Unit Managers will:

- Ensure a written incident report is completed.
- Adhere to this policy and the supporting procedures.
- Investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.
- Respect the privacy of all concerned as much as possible. Prevent disclosure of the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witness) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.
- Ensure no worker is penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment.

DEFINITIONS

- **Business Unit Manager**: means an employee who is directly accountable for the performance of a declared business unit (see Appendix “A” for a list of declared Business Units).
- **Harassment**: means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes
 - conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identify, gender expression and sexual orientation, and

- a sexual solicitation or advance, but

excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

- Person: includes employees, contractors, volunteers, suppliers, service providers, self-employed persons, citizens and visitors.
- Supervisor: means a person who has charge of a work site or authority over a worker.
- Worker: means a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation.
- Work site: means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

REFERENCES

- *Occupational Health and Safety Act*
- *Alberta Human Rights Act*
- RM15: Workplace Health and Safety
- RM13: Workplace Violence Prevention
- RM7: Incident Investigation
- HR15: Discipline: Union Employees
- Collective Agreements

REVISION/REVIEW HISTORY

- December 9, 1990: New documents (Understanding Sexual Harassment; Dealing with Sexual Harassment)
- April 14, 2000: Significant revision replaces Personnel Instruction Circular #29 (Understanding Sexual Harassment) and #30 (Dealing with Sexual Harassment)
- May 15, 2006: Revised and reformatted
- July 24, 2018: Significant revision replaces HR11: Harassment