

<b>Title: Harassment Prevention</b>	<b>Policy: HR 007</b>
<b>Section: Human Resources</b>	

**ACCOUNTABILITY TO VISION STATEMENT**

Flagstaff County is committed to providing a psychologically safe workplace for its employees and volunteers.

**POLICY STATEMENT**

Flagstaff County is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site.

Flagstaff County 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.

Workplace 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 identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns.

Flagstaff County 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.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures and are required to raise any concerns about harassment and to report any incidents to the appropriate person. Flagstaff County will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.

Flagstaff County pledges to respect the privacy of all concerned as much as possible and will not disclose 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 witnesses) 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.

No workers can be 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. This harassment prevention policy does not discourage a worker from exercising the worker’s right under any other law, including the Alberta Human Rights Act.

<b>Council Approved:</b> September 13, 2018	<b>Resolution #:</b> FC20180913.1009
<b>Reference:</b> CAN/CSA-Z1003-13 Psychological Health and Safety in the Workplace	

<b>Administrative Responsibility:</b>	<b>Review Cycle:</b>	<b>Next Review Date:</b>
Chief Administrative Officer	Every three (3) years	September 2021