

Section 8-2 - Workplace Harassment Prevention Program

PURPOSE

The purpose of the Workplace Harassment Prevention Policy and Program is to ensure that senior management, Supervisors and employees, as well as contractors, understand our Policy and their roles and responsibilities as they relate to harassment prevention in the workplace. In addition, to ensure that risks of harassment to employees are identified and eliminated or minimized through the implementation of prevention programs and/or practices.

DEFINITIONS

Workplace Harassment

Workplace harassment is defined to mean “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome”. The following examples as cited from the Canadian Human Rights Commission are what we consider to be different forms of harassment. It can include comments or actions related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

SEXUAL HARASSMENT

Sexual harassment is defined in the Occupational Health and Safety Act as engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. In addition, making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. A reasonable action taken by an employer or supervisor relating to the management and direction of its workplace is not considered workplace harassment.

PROCEDURE

This policy provides the framework for the development of procedures and programs for the promotion of a respectful environment and a process for the prevention of workplace harassment. To this end, the following process will be conducted as part of our company Workplace Harassment Prevention Program:

1) Training

General

During employee orientations and safety talks the following items will be reviewed:

- Company Workplace Harassment Prevention Policy
- Our expectations of conduct while engaging in work activities
- Workplace Harassment prevention procedures and corrective response procedures

All contractors will be advised of our company policies regarding Workplace Harassment Prevention during site orientations and/or safety meetings.

2) Incident Reporting, Investigation and Follow-up

Workers are required to report harassment arising out of their employment, to their respective supervisor, senior management or JHSC representative.

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Senior management will ensure that all harassment incidents are investigated by the appropriate parties. Any actions or incidents deemed to be harassment will be dealt with following progressive disciplinary measures. This process will be documented and kept on file. In addition, local authorities will be summoned as required.

3) Roles and Responsibilities

Senior Management

- Ensure that the Workplace Harassment Prevention Policy Statement is prepared and reviewed on an annual basis with all staff
- Ensure that the Workplace Harassment Prevention Policy is communicated to all contractors

Health and Safety Coordinator

- Ensure the reporting, investigating and documenting of incidents of workplace harassment are established and are in place
- Inform staff and supervisor of the nature and extent of workplace harassment
- Take corrective actions and monitor their effectiveness
- Ensure regular evaluation of the Workplace Harassment Prevention Policy (annually, after an incident or if circumstances change)
- Ensure that the worksite Joint Health and Safety Committee (JHSC) is consulted during the development of the Workplace Harassment Prevention Policy

Supervisor's Responsibility

- Facilitate ongoing discussion on workplace harassment issues with workers and contractors
- Ensure appropriate training and education in harassment prevention procedures and response procedures is provided to workers and/or contractors
- Provide input into the workplace harassment policy
- Review procedures for prevention of workplace harassment
- Promote and encourage reporting of incidents of harassment
- Comply with reporting, investigation and documenting procedures

Employee/Worker Responsibility

- Provide input into workplace harassment policy
- Attend education and training sessions regarding workplace harassment
- Follow established procedures for the prevention and reporting of incidents of workplace harassment
- Report incidents of harassment to your immediate supervisor, JHSC or senior management
- Provide input into harassment investigations

4) Program Review

The harassment program will be monitored and information from investigations, feedback from workers, supervisors and management will be used to evaluate its effectiveness. Any weaknesses or opportunities for improvement that are identified through this process will be addressed. Evaluating the program on a regular basis is part of our company's commitment to ensuring a safety and healthy workplace.