



POLICY

Workplace Harassment/Discrimination	
Policy Number 130-021	Supersedes Policy Number 8-40
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

The Town of Wolfville values its employees and is therefore committed to providing a work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices. It is the employer's responsibility to keep the workplace free from harassment and discrimination. Therefore, the Town of Wolfville does not, and employees of the Town of Wolfville must not, condone any act of harassment or discrimination.

If an employee is subjected to harassment by individuals conducting business with the municipality, the Town of Wolfville acknowledges its responsibility to do all in its power to support and assist the person subject to such harassment

2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville.

3.0 References

- 3.1 Workplace Harassment & Discrimination SOP 130-818

4.0 Definitions

- 4.1 **Workplace Harassment/Discrimination:** harassment and discrimination may be based on race, colour, creed, nationality, aboriginal or ethnic origin, ancestry, religion, age, gender, marital status, family status, source of income, sexual orientation, physical or mental disability, irrational fear of contracting diseases, political belief, affiliation or activity or association with those having characteristics listed above. Workplace harassment/discrimination can be verbal or physical, deliberate, unsolicited, or unwelcomed and may consist of one incident or several incidents. While the following list is not comprehensive, workplace harassment may include:



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- unwelcome remarks, jokes, or innuendos in relation to any of the categories mentioned in the above section
- displaying of racist or other offensive material
- inappropriate requests
- intimidation
- verbal abuse or threats
- practical jokes which cause awkwardness or embarrassment
- action intended to clearly undermine the self-respect of an individual
- physical assault

5.0 Policy

5.1 Specific Objectives

The objectives of this Policy are to:

- a) maintain a working environment that is free from harassment and discrimination;
- b) alert all employees of the Municipality to the fact that harassment and discrimination in the workplace is an offense under the law;
- c) establish a mechanism for receiving complaints of harassment and discrimination and to provide a procedure by which the Town of Wolfville will deal with these complaints; and
- d) provide education about harassment and discrimination and the policy.

CAO

2015-12-15

Date