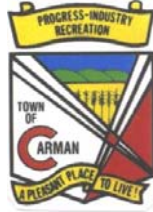


BOB MITCHELL
Mayor



CHERYL YOUNG, CMMA
Chief Administrative Officer

Town of Carman – Harassment Prevention Policy

The Town of Carman is committed to providing a safe and respectful work environment in which all individuals are treated with respect and dignity. No one may be harassed and no one has the right to harass anyone else, at work or in any situations related to employment with this organization. This policy is a step towards ensuring that our workplace is a respectful and safe place for all of us and free from harassment.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by Council.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the Manitoba Human Rights Code. Harassment may take the form of being written, verbal, physical, a gesture or display, or any combination of these.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable actions by managers or supervisors to help manage, guide or direct workers or the workplace are not considered harassment. Appropriate employee performance reviews, counselling or discipline by a supervisor or manager is not harassment.

Employees are entitled to work free of harassment at the Town of Carman and have the responsibility to treat each other with respect. Employees are encouraged if being harassed at work to tell the person harassing to stop, either in person or in writing. If the employee feels unable to deal with him or her directly, then the employee should speak to a supervisor, Chairperson of the Safety Committee, the Chief Administrative Officer or the Chairperson of the Finance and Administration Committee of the Town of Carman. There may be informal ways to handle the employee's complaint. The person receiving the complaint may speak to the harasser, or may arrange for mediation, in which a neutral third party helps the people involved reach an acceptable solution. If the informal route does not succeed or is not appropriate, Management will support the employee in filing a formal complaint.

Any formal complaint will be investigated thoroughly and promptly by the Chairperson of the Finance and Administration Committee and/or other Council members or others appointed by the Head of Council. The investigator will interview the complainant, the alleged harasser and any witnesses. When the investigation is complete, the investigator will provide a written report for Management. The Chief Administrative Officer will inform the person who filed the complaint and the alleged harasser of the results of the investigation in a timely manner.

Employees who harass another person will be subject to corrective action by the Council of the Town of Carman. In most cases, the harasser will also be required to attend workplace behavior training. If the investigation does not find evidence to support the complaint, no record will be kept in the file of the employee. When the investigation finds harassment occurred, the incident and the corrective action will be recorded in the Employee's Personnel file.

Management and Council of the Town of Carman must ensure, as much as possible, that no employee is harassed in the workplace. Management will investigate and take corrective action with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible. Management will not disclose the name of a complainant or an alleged harasser or the circumstances of any complaint to anyone except where disclosure is necessary to investigate the complaint, part of taking corrective action, or required by law. Nothing in this Harassment Prevention Policy prevents or discourages a worker from filing an application with the Manitoba Human Rights Commission on a matter related to Manitoba Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

This policy was adopted by resolution passed at a regular Council meeting held on August 13, 2015.

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