

Village of Torquay Anti-harassment Policy

Policy Statement

The Village of Torquay is committed to fostering a harassment-free workplace where all employees and residents of Torquay are treated with respect and dignity.

Harassment in The Village of Torquay will not be tolerated. Employees or Residents who are found to have harassed another individual may be subject to disciplinary action. This includes any employee/resident who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

Application

This policy applies to all current employees or resident of The Village of Torquay, including full and part-time, casual, contract, permanent and temporary employees. This policy also applies to residents.

This policy applies to all behavior that is in some way connected to work, including during off site meetings, training and on business trips.

Definitions

Harassment is:

- Offending or humiliating someone physically or verbally;
- Threatening or intimidating someone; or
- Making unwelcome jokes or comments about someone's race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is:

- Offensive or humiliating behavior that is related to a person's sex;
- Behavior of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment; or
- Behavior of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

Responsibilities and Expectations

The Village of Torquay is responsible for:

- Providing all employees a harassment-free workplace.
- Ensuring that this policy is applied in a timely, consistent and confidential manner;
- Determining whether or not allegations of harassment are substantiated; and
- Determining what corrective action is appropriate where a harassment complaint has been substantiated.
- Fostering a harassment-free work environment and setting an example about appropriate workplace behavior;
- Communicating the process for investigating and resolving harassment complaints made by employees or residents of the Village of Torquay;
- Ensuring that harassment complaints are dealt with in a sensitive and confidential manner.

Procedures for filing a Harassment Complaint

Filing a Complaint

An employee or resident of The Village of Torquay may file a harassment complaint by contacting the Village office. The complaint may be verbal or in writing. If the complaint is made verbally the Village administration will record the details provided to them.

Complaints should be made as soon as possible, so the harassment complaint can be dealt with in a timely manner. Every effort will be made to resolve harassment complaints.

Mediation

Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.

Investigation

If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted by the proper authorities.

Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

The Village of Torquay and all individuals involved in the harassment complaint process will comply with all requirements outlined in this policy.

Review

The Village of Torquay will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of everyone.

Date: 05/10/2017

Administration

Mayor