



Workplace Harassment Prevention

Policy No.: CS-HR-12	Council Resolution No.: 240/2023
Department: Administrative	Authority: Council
Effective Date: March 11, 2019	Revision Date: July 17, 2023
Review Date: March 2026	Repealed Date:
Supersedes: CS-HR-7	
Related Procedure No.: CS-HR-12	
Related Procedure Name: Workplace Harassment Prevention Procedure	

1.0 PURPOSE

- 1.1 The Town of Taber is committed to the prevention of harassment in the workplace and promotes a harassment free workplace. In conjunction with Occupational Health and Safety Code Part 27, any act of harassment committed is unacceptable and such conduct will not be tolerated. The Town believes that all individuals have the right to work in an environment free from harassment.

2.0 POLICY STATEMENT

2.1 The Town of Taber is committed to:

- 2.1.1 Fostering a Harassment-free workplace where all employees are treated with dignity and professionalism;
- 2.1.2 Educating our employees in the recognition of harassment and the operation of our policy and procedures in this regard;
- 2.1.3 Taking necessary action in response to such reported incidents, utilizing proper investigative procedures;
- 2.1.4 Providing appropriate support for victims; and
- 2.1.5 The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of specific threats or potential threats. All information will be treated in a confidential manner.



2.2 Application

- 2.2.1 This policy applies to Elected Officials, Board, Committee or Commission members, and all current employees of the Town of Taber, including full-time, part-time, casual, contracted, permanent and temporary employees.
- 2.2.2 This policy applies to all settings that is in some way connected to work, including during off-site meetings, training and on business trips.
- 2.2.3 This policy is not intended to discourage a Worker from exercising the Workers' rights pursuant to any other law, including the Alberta Human Rights Act.
- 2.2.4 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

- Employee Code of Conduct Policy
- Health and Safety Policy
- Whistleblower Policy
- Council Code of Conduct Bylaw
- Workplace Violence Prevention Policy/Procedure
- Part 27 OHS Code Violence and Harassment


MAYOR

Aug. 14, 2023
DATE


CHIEF ADMINISTRATIVE OFFICER

Aug. 14/23
DATE

