



Title:	Workplace Harassment Policy		
Policy Group: Your Government and People	Policy Administrator: Corporate and Legislative Services		
Resolution No. CW-234-2022	Policy Number: HR-04		
Approval Date: 2022-08-18	Revision Date: 2026-08-18		

1. Policy Statement

- a) The Corporation of the County of Prince Edward (The County) is committed to providing and fostering a respectful, and safe workplace, free of harassment, where all individuals are treated with respect and dignity.
- b) This commitment requires that everyone, regardless of their role or position in the organization, conduct themselves in a professional manner, and actively demonstrate, at all times, respect for others.
- c) This Policy should be read and interpreted in conjunction with the Anti-Racism Policy, Respectful Behaviour in the Workplace Policy, Workplace Violence Policy and Progressive Discipline Policy.

2. Purpose

- a) To promote and ensure a work environment free of workplace harassment, and to create a culture of understanding and mutual respect.
- b) To provide a healthy, productive and safe work environment for all employees and to recognize the dignity and worth of every person.

3. Scope

- a) This policy applies to all employees regardless of position, classification or union membership.
- b) This policy also applies to all persons who attend a County workplace including, but not limited to, all volunteers, visitors, independent contractors, vendors and delivery persons.

- c) This policy applies not only during working time, but to any activities on or off County premises which could reasonably be associated with the workplace.

4. Legislative Authority

- a) Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, Section 32
- b) Ontario Human Rights Code, R.S.O. 1990, c H.19

5. Definitions

- a) **Protected Grounds** means age, ancestry, colour race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, record of offences, sex, and sexual orientation.
- b) **Retaliation** means taking adverse action against another person for making a complaint in good faith or providing information in connection with an investigation or as a result of the resolution of a complaint. Examples of retaliation may include withholding information, sabotaging a person's work, denial of a transfer or promotion, unjust negative evaluations or references.
- c) **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.
- d) **Workplace sexual harassment** means a course of comment or conduct based on an individual's sex, sexual orientation, gender identity or gender expression – a comment or conduct that is known or ought reasonably to be known to be unwelcome.

6. General

- a) Any workplace harassment will be regarded as a serious offence. The County will not tolerate, ignore or condone harassment, and is committed to promoting respectful conduct, tolerance and inclusion.
- b) Harassment may also relate to a form of discrimination based on a protected ground as set out in the Ontario Human Rights Code, but it does not have to.
- c) Everyone in the workplace has a responsibility to report any incidents of workplace harassment. All concerns, complaints or incidents of workplace harassment will be taken seriously. If the allegations constitute a violation of this Policy, management will investigate in a fair and timely manner, while maintaining confidentiality and respecting employees' privacy.

- d) The County will not tolerate retaliations, taunts or threats against anyone who complains about harassment, or takes part in an investigation.
- e) There is a procedure that accompanies this policy and outlines further definitions and sources of workplace harassment. The procedure also outlines the investigation guidelines and how incidents are to be addressed.
- f) A copy of this policy will be posted in the workplace, and will be reviewed at least annually.

7. Responsibility and Implementation

- a) Everyone in the workplace must be dedicated to preventing workplace harassment. Department heads, directors, managers, supervisors, workers, and any members of the public are expected to uphold this policy, and will be held accountable by The County. All employees are responsible for respecting the dignity and rights of their co-workers and the public they serve.
- b) Management is expected to maintain a work environment that is free of harassment, set an example by treating others with respect and dignity and demonstrating an appreciation of differences, and ensure that this policy is implemented.
- c) The Chief Administrative Officer (CAO) is responsible for the overall implementation of the policy. Along with Human Resources and Organizational Development, establishing procedural guidelines in the application of the Policy and making routine changes to the procedure as required and providing applicable training.

8. Documentation and Forms

- a) Workplace Harassment Procedures