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**VILLAGE OF RICHMOUND**  
**OCCUPATIONAL HEALTH AND SAFETY POLICY**

**The purpose of the Village of Richmond is to enable residents of our community to live in a friendly, safe and affordable environment through the responsible provision of programs and services to best meet their needs.**

**The Village of Richmond will, to the best of their ability, meet this purpose by making sound and fair decisions in all areas and shall include a policy to assist employees in their ability to perform the work required in meeting this purpose by providing a safe and healthy environment in which to work.**

**A safe and healthy environment includes one that protects employees from verbal and physical harassment, provides employees with safe equipment and follows Provincial guidelines for the use of same, and ensures that any factors which may cause a health related illness are regulated and controlled as required.**

# VILLAGE OF RICHMOUND

## Harassment Policy

### 1. DEFINITIONS

#### A. **Harassment** – refers to:

1. Discriminatory Harassment - Any inappropriate conduct, comment, display, action or gesture by an individual that is made on the basis of race, creed, religion, colour, sex, gender identity, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or any other ground prohibited by provincial human rights legislation, and constitutes a threat to the health and safety of a worker.
2. Sexual Harassment - A prohibited ground of discriminatory harassment which may include conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome. Sexual Harassment is, or may include, but is not limited to, the following:
  - A direct or implied threat of reprisal for refusing to comply with a sexually oriented request;
  - Unwelcome remarks, jokes, innuendoes, propositions or taunting about an employee's body, attire, sex or sexual orientation;
  - Displaying pornographic or sexually explicit pictures or materials;
  - Unwelcome physical contact;
  - Unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature; or
  - Refusing to work with or have contact with individuals because of their sex, gender or sexual orientation.
3. Personal Harassment - An inappropriate conduct, comment, display, action or gesture by an individual that adversely affects a worker's psychological or physical well-being, and which the perpetrator knows or ought to reasonably know would cause the individual to be humiliated or intimidated. Personal harassment is sometimes referred to as "bullying".

Personal harassment may involve repeated conduct or single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory or degrading comments, jokes or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work or to cooperate with or acknowledge others.

Harassment does not include any reasonable actions taken by the Village of Richmond Council members relating to the performance, management and direction of an individual's work or the workplace. This includes, but is not limited to, day-to-day management or supervisory decisions, job assessment and evaluation, performance discussions, expectation for work productivity and quality, and disciplinary action.

Harassment can exist even where there is no intention to harass or offend another. Every individual must take care to ensure his or her conduct is not offensive to another.

# VILLAGE OF RICHMOUND

## Harassment Policy #1-2022

Adopted by Council on June 13, 2022



- B. **Other Prohibited Behaviour** – The Village of Richmond recognizes that certain conduct, while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The Village of Richmond, in its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

## 2. WORKER'S RIGHTS

Every worker is entitled to a working environment that is free of harassment.

## 3. MUNICIPALITY RESPONSIBILITY

The Village of Richmond Council members will take all complaints of harassment seriously. The Village of Richmond is committed to implementing a harassment free environment and will make every reasonable practicable effort to ensure that no individual is subjected to harassment, whether it is from a Council member or non-employee such as a member of the public.

## 4. THIRD PARTY

Where a complaint has been investigated and substantiated against a client, customer or rate payer and the individual(s) have been asked to stop abusing or harassing and they do not, workers are authorized to:

- End telephone conversations;
- Politely decline to provide service;
- Ask the individual(s) to leave the workplace.

If behaviour or harassing continues the Village of Richmond may take corrective action up to and including but not limited to banning the third party from the workplace.

## 5. EXTERNAL COMPLAINTS

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Occupational Health and Safety Division under: *The Occupational Health and Safety Act, 1993*; particularly sections 3 and 4; and *The Occupational Health and Safety Regulations, 1996*; particularly section 36. A worker may also file a complaint with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code*, particularly sections 16, 17, 18 and 27. A worker retains the right to exercise any other legal avenues available.



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## **VILLAGE OF RICHMOUND ZERO TOLERANCE**

**CARING, DIGNITY AND RESPECT FOR ALL. THE VILLAGE OF RICHMOUND IS COMMITTED TO A NON-VIOLENT HARASSMENT-FREE WORKPLACE WHERE EVERYONE IS TREATED WITH COURTESY AND RESPECT.**

**SWEARING, SHOUTING OR THREATS OF VIOLENCE WILL NOT BE TOLERATED.**

**ANY PERSON CAUSING A DISTURBANCE, OR VERBALLY OR PHYSICALLY ABUSING ANY MEMBER OF OUR STAFF, BY ANY MEANS WHATSOEVER, WILL BE ASKED TO LEAVE THE FACILITY.**