

Know your Workplace Harassment Procedure

The Occupational Health & Safety Act (or its successor, the Saskatchewan Employment Act) requires all employers to develop, in consultation with the occupational health committee, a written policy to prevent harassment in the workplace. Employers must implement that policy and post it in the workplace.

The harassment policy must include:

- a definition of harassment that includes the one set out in the Act (harassment is worker; is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin and; and constitutes a threat to the health or safety of the worker".)
- a statement that every worker is entitled to employment free from harassment
- a commitment that the employer will make every reasonable effort to ensure that no worker is subjected to harassment
- a commitment that the employer will take corrective action about any person under the employer's direction who subjects any worker to harassment
- an explanation of how complaints of harassment may be brought to the employer's attention
- a statement that the employer will not disclose the name of a person complaining or an alleged harasser or the circumstances of the complaint unless required by law
- reference to the parts of the Act dealing with harassment
- the worker's right to ask an occupational health officer to resolve a complaint
- reference to the parts of *The Saskatchewan Human Rights Code* dealing with discriminatory practices and the worker's right to complain to the Saskatchewan Human Rights Commission
- a description of the steps the employer will take to inform both sides about the results of the investigation
- a statement that the employer's harassment policy is not intended to discourage or prevent the person complaining from exercising any other legal rights under any other law



The Saskatchewan Occupational Health and Safety Division has a generic policy that employers may use or adapt for their workplace. (See the Resources page later in these materials for the web address.) Or the employer can call the Division's Harassment Prevent Unit for assistance.