



CORPORATION OF THE NATION MUNICIPALITY

POLICY

Policy Number: POL-HR-05-2025

Version Number: V1

Policy Title: Workplace Harassment, Discrimination, and Violence Policy

Effective Date: 2025-xx-xx

Approval Authority: Council

Resolution / By-law Number: xx

Scheduled Review Date: 2028

Policy Contact: Pierre Leroux, CAO

Initiating Department: Administration (Human Resources)

Revision History:

Date (YYYY-MM-DD)	Nature of Change	Approved by	Comments
-------------------	------------------	-------------	----------

Contents

1. Policy Statement	3
2. Purpose	3
3. Scope	3
4. Legislative Authority	3
5. Definitions	3
6. Policy	3
7. Responsibilities	4
8. Administration	4
9. Exemptions (if applicable)	4
10. Housekeeping Amendments	4
11. Errors or Omissions	4
12. Policy Review	4
13. Effective Date	4
14. References (if applicable)	5
15. Approval	5

1. Policy Statement

- a. The Nation Municipality is committed to providing a safe, respectful, and inclusive workplace free of harassment, discrimination, and violence. The Municipality promotes a work environment characterized by dignity, respect, and equitable treatment, complying fully with applicable legislation and best practices.

2. Purpose

- a. To establish clear guidelines for preventing, identifying, addressing, and resolving incidents of workplace harassment, discrimination, and violence, in alignment with the Ontario Human Rights Code and Occupational Health and Safety Act.

3. Scope

- a. This policy applies to all municipal employees, Council members, contractors, volunteers, visitors, and all individuals conducting business with or on behalf of The Nation Municipality.

4. Legislative Authority

- a. Ontario Human Rights Code
- b. Occupational Health and Safety Act (OHSA)

5. Definitions

- a. **Harassment:** Engaging in a course of vexatious comments or conduct known or reasonably known to be unwelcome.
- b. **Discrimination:** Unfair or differential treatment based on prohibited grounds including race, gender, sexual orientation, gender identity, age, disability, religion, or other protected status.
- c. **Workplace Violence:** Any use or threat of physical force that could cause physical injury to an employee

6. Policy

- a. Harassment, discrimination, or violence of any kind will not be tolerated.
- b. All incidents must be reported immediately.
- c. Complaints will be handled promptly, confidentially, and objectively.
- d. The Municipality maintains a strict zero-tolerance stance against retaliation towards anyone who, in good faith, reports an incident, participates in an investigation, or otherwise assists in enforcing this policy.

7. Responsibilities

- a. **Employees:** Must treat others with respect, report incidents immediately, and fully cooperate with any investigations.
- b. **Management and Supervisors:** Must maintain workplaces free of harassment, discrimination, and violence, address issues immediately, support employees involved and participate in training.
- c. **Human Resources:** Must communicate this policy, facilitate training, support complainants, manage investigations, and maintain confidentiality and documentation.

8. Administration

- a. This policy will be administered by the Human Resources Department, which will oversee training, incident management, record-keeping, and regular policy reviews. Operational procedures detailing how incidents of harassment, discrimination, and violence are reported, investigated, and managed are provided in a separate administrative document titled "Procedural Manual: Workplace Harassment, Discrimination, and Violence."

9. Exemptions (if applicable)

- a. There are no exemptions to this policy.

10. Housekeeping Amendments

- a. Minor updates or clarifications may be made by the individual in charge of Human Resources without altering the policy's intent or scope, subject to CAO approval.

11. Errors or Omissions

- a. In cases of errors or omissions, interpretation by the individual in charge of Human Resources, in consultation with the CAO, will be final.

12. Policy Review

- a. This policy will be reviewed every three (3) years or immediately following significant legislative or regulatory changes.

13. Effective Date

- a. This policy becomes effective upon approval by Council.

14. References (if applicable)

- a. Ontario Human Rights Code
- b. Occupational Health and Safety Act (OHSA)
- c. Procedural Manual: Workplace Harassment, Discrimination, and Violence (*Internal Administrative Document*)

15. Approval

This policy is approved by the Council of The Nation Municipality.

Resolution/By-law Number: _____

Date of Approval: _____