



## 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
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## 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: \_\_\_\_\_