

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: November 15, 2018	Revised date: November 15, 2018
	Policy No. 300-21 Discrimination and Harassment	

**Town of Lampman**

**Policy No. 300-21 Discrimination  
and Harassment**

**November 15, 2018**

**1. Statement of Commitment**

- 1.1.** Every worker is entitled to employment free of harassment. The Town of Lampman is committed to ensuring a productive work environment where the dignity and worth of every person is respected. Workplace harassment will not be tolerated and the Town of Lampman will take all reasonable steps to prevent harassment and to deal quickly and effectively with any incident that might occur.

**2. Definition of Harassment**

- 2.1.** This harassment policy covers the following:

Harassment Based on Prohibited Grounds (Saskatchewan):

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- 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
- constitutes a threat to the health or safety of the worker.

- 2.2.** This policy also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or welcome. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when: 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or 2. submission to, or rejection of, such conduct by an individual affects that individual's employment.

- 2.3.** Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. It also extends to refusing to work with or have contact with employees because of their sex, gender or

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sexual orientation. The behaviour need not be intentional in order to be considered sexual harassment.

- 2.4.** All harassment is offensive and in many cases it intimidates others. It will not be tolerated within the Town of Lampman.

### **3. Personal Harassment**

- 3.1.** Personal harassment is also included in this policy. Personal harassment includes any inappropriate conduct, comment, display, action or gesture by a person that:
- adversely affects a worker’s psychological or physical well-being;
  - and the perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated.
- 3.2.** Personal harassment must involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the worker. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace remains respectful and free of harassment.
- 3.3.** Personal harassment may include:
- verbal or written abuse or threats;
  - insulting, derogatory or degrading comments, jokes or gestures;
  - personal ridicule or malicious gossip;
  - unjustifiable interference with another’s work or work sabotage;
  - refusing to work or cooperate with others; or
  - interference with or vandalizing personal property.

### **4. What is not Harassment**

- 4.1.** This harassment policy does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and disciplinary action. These actions are not harassment, even if they sometimes involve unpleasant consequences.
- 4.2.** Managerial actions must be carried out in a manner that is reasonable and not abusive.
- 4.3.** The policy also does not extend to harassment that arises out of circumstances unrelated to the worker’s employment. For example, harassment is not covered if it occurs during a social gathering of co-employees that is not sponsored by the employer. However, harassment that occurs while attending a conference or training session at the request of the employer is covered.

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- 4.4. Other situations that do not constitute harassment include: physical contact necessary for the performance of the work using accepted industry standards; conduct which all parties agree is inoffensive or welcome; or conflict or disagreements in the workplace, where the conflict or disagreement is not based on one of the prohibited grounds.
- 4.5. Harassment can exist even where there is no intention to harass or offend another.
- 4.6. Every person must take care to ensure his or her conduct is not offensive to another.

**5. The Town of Lampman’s Commitment**

- 5.1. The Town of Lampman, the Council and all supervisors will take all complaints of harassment seriously. The Town is committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

This commitment includes:

- 5.2. Informing all persons in the workplace of their rights and obligations:
  - A copy of the harassment policy will be provided to all employees.
  - The Town’s policy statement on harassment will be posted in each work area in a location that is visible to all staff and the public.
- 5.3. Training all persons in implementing the harassment policy
  - An information meeting will be held, upon request, with any staff at any time to answer questions about the policy.
  - Supervisors will review the policy with new employees as part of their orientation.
  - All Council member, designated as those who receive, investigate or resolve complaints will be trained in their roles and responsibilities.
  - All of the Town of Lampman Council members and supervisors will be asked to set a good example and help foster a respectful workplace.

**6. Assigning responsibility for implementing this policy**

- 6.1. The Town of Lampman will designate that all Council members may receive harassment complaints and assist in facilitating their resolution.
- 6.2. The Town of Lampman will designate all managers authorized to take corrective action in accordance with this policy.

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**7. Protecting employees trying to prevent or stop harassment**

- 7.1. Harassment complaints and investigations will be held in the strictest of confidence except where disclosure is necessary to investigate the complaint, take corrective action or required by law.
- 7.2. Action will be taken to prevent reprisal against people who make a harassment complaint in good faith, which may mean informing complainants and alleged harassers of this commitment.
- 7.3. Promptly taking action necessary to stop and prevent harassment.
- 7.4. Appropriate action, sufficient to ensure the harassment stops and does not happen again, will be taken against people who are or were engaged in, or participated, in harassment.
- 7.5. When necessary, customers, contractors or other visitors will be informed certain conduct will not be tolerated.

**8. Ensuring the policy remains current**

- 8.1. The effectiveness of the policy will be reviewed every 3 years. Copies of this policy will be provided to all employees as changed or as needed.

**9. Employee’s Duty**

- 9.1. In accordance with Saskatchewan Employment Standards, all employees, including managers and supervisors employed by The Town of Lampman shall refrain from causing or participating in the harassment of another worker, and cooperate with any person investigating harassment complaints.

**10. Complaint Procedure**

- 10.1. This policy sets out three types of complaint procedures that may be used following instances of harassment.
- 10.2. *Informal Resolution Sought*  
Step 1: An individual reports an incident or concern.  
  
Step 2: The person receiving the complaint reviews the procedures with the complainant and informs the manager (without divulging details that would identify the complainant).  
  
Step 3: The manager takes action to address the complaint.

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Such action may include:

- having staff meetings to discuss and review the policy; or
- providing workshops or resource materials on the prevention of harassment such as videos, brochures and guides. The Council members follows up to ensure corrective action was taken and the complainant is satisfied.

**10.3.** Confidentiality: The Town of Lampman, or anyone acting on behalf of the Town of Lampman, should not disclose the complainant's name or other identifying information to any person. However, in certain circumstances, the complainant may agree to release identifying information to implement the harassment policy, the resolution process or the resolution itself.

**10.4.** *Alleged Harasser Named - Informal Resolution or Mediation Sought*

Step 1: An individual reports an incident or concern. The complaint should be in writing in a form consistent with the harassment complaint form attached to this policy. Where an informal resolution is sought, the complainant should indicate the type of resolution sought such as an apology, supervisory counselling, a facilitated meeting with the alleged harasser, workshops or training sessions and mediation.

Step 2: The Council member receiving the complaint reviews the procedures with the complainant and informs the alleged harasser's manager. Where it is alleged the manager is involved in the harassment, the person receiving the complaint refers the matter to another manager. The person receiving the complaint meets privately with the alleged harasser to review the complaint and determine whether there is agreement on a resolution or resolution process.

Step 3: Where there is agreement on the resolution or resolution process, the person receiving the complaint informs the manager of the agreement and facilitates the agreed upon resolution or process.

Step 4: The complainant is informed a formal complaint procedure is possible if the complainant, the alleged harasser or the manager do not agree or if the process does not resolve the matter to the complainant's satisfaction.

Step 5: Where the complainant and alleged harasser agree to a resolution, the manager follows up with the complainant to ensure the resolution was effective in stopping and preventing further harassment. Where the complainant indicates the harassment has not ended, the manager counsels the complainant to pursue an alternate resolution process, including a formal investigation.

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**10.5.** Confidentiality: The Town of Lampman, or anyone acting on behalf of the Town of Lampman, should not disclose the complainant's or alleged harasser's name or other identifying information. In certain circumstances, the complainant and alleged harasser may agree to release identifying information to implement the harassment policy, the resolution process, or the resolution itself.

**10.6.** Alleged Harasser Named - Investigation Required  
Step 1: An individual reports an incident or concern. The complaint should be in writing and on the form attached to this policy.

Step 2: The Council member receiving the complaint reviews the procedures with the complainant and provides a written copy to the manager. Where it is alleged that the manager is involved in the harassment, the complaint is referred to another manager. The Council member receiving the complaint also provides a copy of the written complaint to the alleged harasser and reviews the procedures with the alleged harasser.

Step 3: The person receiving the complaint, the manager and other relevant parties such as human resources or a legal professional review the complaint and determine whether conduct falls within the harassment policy. The group will decide whether there are appropriate resolution options, other than an investigation, acceptable to the complainant and the alleged harasser. This group will conduct the investigation if one is required.

Step 4: When an investigation is required, Council appoints an investigator or investigation team. Investigators will be trained in conducting an investigation in accordance with this policy and will have no apparent bias or interest in the outcome. Alternatively, the investigator will be chosen from a list of investigators approved by the Town of Lampman or upon advice of human resources or a legal professional. Where the complainant and the alleged harasser objects to the appointment of an investigator, on the basis of bias or conflict of interest, Council will appoint another investigator.

Step 5: Investigators must act in accordance with the following guidelines:

- The investigation commences and concludes as soon as reasonably possible.
- Witnesses are interviewed separately and written witness statements are prepared.
- Witnesses are asked to review and sign their written statements.
- Witnesses are advised to keep the investigation and the identity of the complainant and alleged harasser in confidence, unless required by law to disclose them.
- The complainant and alleged harasser are entitled to legal counsel.
- During the investigation, both the complainant and the alleged harasser are entitled to be informed of all the allegations and allowed to respond. This does

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not mean either party is entitled to see or receive copies of the complete statements. However, both are entitled to see or receive an adequate summary of the evidence to make a full response.

Step 6: Once the investigation is complete, investigators will prepare a written report setting out a summary of the evidence, a description of any conflict in the evidence, conclusions and reasons for reaching those conclusions, as well as the recommended corrective action if harassment has occurred. The report will be delivered to Council, the complainant and the alleged harasser. The report is marked confidential and delivered with the notation that it should be kept in confidence unless disclosure is required by law or is necessary to implement corrective action.

Step 7: Council will then:

- Take appropriate corrective action.
- Inform the complainant and harasser of the corrective action.
- Inform the complainant of the rights to file a complaint with the Saskatchewan Occupational Health and Safety Division or Saskatchewan Human Rights Commission.

*Note: Where the corrective action is different from the action recommended in the report, Council should provide reasons for not taking the investigators' recommended action.*

Step 8: After corrective action has been taken, Council follows up with the complainant to ensure that the corrective action was effective. If the complainant indicates harassment has not ended, or suffers reprisal, Council should take additional or alternative corrective action. Further investigation may be necessary.

- 10.7.** Confidentiality: The Town of Lampman, or anyone acting on behalf of the Town of Lampman, should not disclose the name of the complainant or the alleged harasser, nor any information that may identify them. The disclosure of such information may be necessary to conduct the investigation, implement corrective action or pursue other legal remedies. All documents and statements obtained during the course of the investigation, including the names and copies of witness statements, should not be disclosed to any person unless required by law.

## **11. Taking Action to Stop and Prevent Harassment**

- 11.1.** In taking action to stop harassment and prevent its recurrence, The Town of Lampman will be guided by the following:

- 11.2.** *Individual Awareness and Counselling*

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People may not be aware of the effects of their behavior. In many cases, speaking to the person in private about the inappropriate behavior will help resolve a situation. In certain instances, it may be more effective for a supervisor to speak with the offending person or to arrange and facilitate a meeting between the complainant and alleged harasser.

- 11.3.** Complainants should not be encouraged to confront the alleged harasser if they are reluctant, if the alleged harassment is of a serious nature or if the alleged harasser denies the alleged conduct.
- 11.4.** *Staff Awareness and Counselling*  
Standards of behavior change over the years. Some individuals or groups may not be aware behavior that was acceptable in the past, is not acceptable anymore. A staff awareness session may be helpful to correct problems based on lack of awareness. Relevant videos, lectures and facilitated group discussions may increase awareness of behaviors that are unacceptable and the reasons for the changes.
- 11.5.** *Interim Action* The Council member receiving a complaint may have grounds to believe a complainant will be exposed to continued harassment or reprisal while waiting for the investigation or resolution process to occur. That Council member must take immediate action to protect the worker from continued harassment or reprisal. Considering the above-mentioned rights, the Council member's action may include:
- cautioning the alleged harasser about the types of behavior that will not be tolerated;
  - moving the alleged harasser to another work area;
  - moving the complainant to another work area at the complainant's request; and
  - suspending the alleged harasser with pay while waiting for a final determination.
- 11.6.** *Mediation*  
Mediation offers both parties the opportunity to develop an understanding of the problem and resolve the complaint before or during the formal investigation process. The mediator facilitates separate discussions or joint meetings between the complainant and the alleged harasser. Mediation may take place at any point in the resolution process as long as both parties agree to participate. Where the complainant and alleged harasser agree to participate in mediation, the Town of Lampman shall arrange for a mediator, who is trained and independent.
- 11.7.** *Disciplinary Action*  
An employee who has knowingly engaged or participated in the harassment of a coworker will be disciplined. The discipline will be subject to the employee's rights

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under the employment contract. Discipline may include reprimand, relocation, demotion, suspension or termination of employment.

- 11.8.** The severity of discipline will depend on:  
 Seriousness of the Alleged Conduct
- whether the conduct is an offence under the criminal code;
  - whether the conduct is an offence under the Saskatchewan Human Rights Code;
  - the extent of the mental or physical injury caused to the complainant;
  - whether the harasser persisted in behavior that was known to be offensive to the complainant; or
  - whether the harasser abused a position of authority.
- 11.9.** Risk of the Harasser Continuing with Similar Harassment of the Complainant or Others
- whether the harasser acknowledges that conduct was unacceptable and makes commitment to refrain from future harassment;
  - whether the harasser has apologized to the complainant or taken action to repair any harm; or
  - whether the harasser has agreed to participate in awareness sessions, training or other recommended counselling or treatment.
- 11.10.** Third-party Harassers  
 This policy covers harassment connected to any matter or circumstance arising out of the worker's employment. Rate-payers, the general public, clients, contractors or their employees and others invited to the workplace could harass an employee. The Town of Lampman may have limited ability to investigate or control their conduct. However, the Town of Lampman shall take reasonably practicable action to stop or reduce the risk to its employees of being harassed by third parties.
- This action may include:
- posting the harassment policy in a location visible to third parties;
  - requiring certain contractors and their employees to accept and meet the terms of the harassment policy;
  - removing any persons who participate in harassment.
- 11.11.** Where a member of the public has been asked to stop abusing or harassing a worker and does not, employees are authorized to:
- end telephone conversations;
  - politely decline service; and
  - ask the person to leave the workplace.

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**12. Malicious Complaints**

Where an investigation finds a complainant has knowingly made a false allegation, the complainant will be subject to appropriate discipline.

**13. Other Options for Complainants**

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Saskatchewan Occupational Health and Safety Division under the appropriate Employment Acts and regulations. A worker may also file a complaint with the Saskatchewan Human Rights Commissions. A worker also retains the right to exercise any other legal avenues available.

History:

Document Title	Revision Date	Approved By
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## Town of Lampman

### Harassment complaints procedure

The Mayor, Council, and supervisors are all designated to receive harassment complaints, questions or concerns. During anti-harassment training, employees of the Town of Lampman have been advised that you are available to speak informally (if they have questions or concerns) and to take more formal harassment complaints.

Generally, all harassment complaints:

- Must be heard promptly and diligently, gathering as much detail as available.
- Are confidential. Unless required by law, as few people as possible should know about this harassment complaint or question, and the complainant should give explicit permission before confidentiality is broken (permission must be given for each person that you want to tell or involve).
- Should be focused on finding facts and evidence, while also ensuring that the complainant is comfortable and secure.
- Incorporate, where necessary, any need or request from the complainant for assistance during this process. Information regarding employee support programs should be made available, or other supports as necessary.

There are 3 different approaches to addressing a harassment complaint. Which approach is taken depends on the severity of the harassment and the wishes of the complainant:

1. Informal resolution: This could include a company-wide email reminding employees of anti-harassment policies, or a meeting with the harasser to advise that their behaviour was unacceptable. For an informal resolution, a harasser does not need to be named by the complainant.
2. Formal resolution: This could include a formal, documented meeting with the harasser. There would also be follow up to the meeting that would include a performance improvement plan and resources such as training would be provided. A formal resolution usually involves a formal reprimand up to and including termination.
3. A formal investigation.

All of these approaches are explained in more detail in the anti-harassment policy.

Details of incidents or complaints should be gathered and recorded using a standard process, such as the step-by-step approach outlined below:

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Step 1 — Speak with the complainant and receive their complaint. Make the complainant aware that they are speaking with you in confidence and you will seek their permission before advising anyone else of the complaint (including the potential harasser, if named). Ensure that the complainant is safe and does not require immediate medical attention. Review the anti-harassment policy statement and procedures, and determine whether the alleged behaviour meets the definition of workplace bullying and harassment as outlined in the policy statement. If it does not, explain to the complainant why it does not, and advise the complainant that if they feel that this is incorrect, they are welcome to approach another supervisor or Councillor, their local OH&S office or legal counsel. Whether or not the incident constitutes actual harassment, the supervisor or Council member receiving the complaint should complete the Harassment Documentation form and file in appropriate, secure location where it is available only to the person receiving the complaint.

Step 2 - If the complaint does constitute harassment, ask the complainant to complete the harassment complaint form.

Step 3 - Once the complainant has completed the form, discuss the incident with them and come to an agreement (if possible) to what a suitable outcome could look like. This outcome depends on the severity of the harassment, the frequency of occurrences, the power dynamic between the parties and what the complainant would like to see as a resolution. Some examples of acceptable outcomes include all-employee emails reminding employees of policies, training, an apology, mediation, etc. Interim measures may be put in place to limit contact between the complainant and the harasser, (such as implementing a process to screen calls from aggressive clients or allowing an employee to work remotely for a time).

**It is vital that you keep detailed notes throughout the process. Harassment complaints must be dealt with quickly and to the satisfaction of the complainant.**

If the situation warrants an informal resolution, proceed with those steps. Ensure your personal notes detail how you dealt with the complaint, and follow up with the complainant to ensure that they're satisfied with the resolution. Follow up again with the complainant after a suitable period of time to ensure that the harassment has ended.

Formal and Investigative approaches are often complicated and require some in-depth HR knowledge. Once a complainant requests a formal resolution or an investigation is required, it is a good idea for an HR or legal professional to become involved. If the complainant gives consent, refer them to the appropriate contact. If they do not consent, you can approach your HR or legal professional to request advice, but without providing identifying details.

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A more formal resolution may include intensive training, mentorship, job modifications or discipline. If the harassment is serious or ongoing, it is a good idea to proceed with a formal resolution so disciplinary action may be taken, as appropriate.

Should a formal investigation be required, a trained investigator (internal or external) should conduct the investigation.

Be sure to keep all records confidential.

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**Town of Lampman Mayor and Council**

**Harassment Documentation form**

Please use this form to document incidents of harassment or workplace bullying. This should be used in addition to the form that the complainant fills out themselves.

Name of complainant:	
Name of potential harasser/bully:	
Date:	Location:
Name of person receiving complaint:	

**Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated):**

**Other people involved (alleged harasser, witnesses, etc):**

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<p>Based on the investigation, did workplace bullying and harassment occur?</p> <p>Yes <input type="checkbox"/>    No <input type="checkbox"/></p>
<p>Reason(s) for this conclusion</p>

Next steps:

Date:

Signature of person receiving complaint: \_\_\_\_\_

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### Harassment Documentation form

Complainant Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Work Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Name of person(s) against whom this complaint is made (who do you feel has harassed or bullied you?):

Possible witnesses to the event(s):

In your opinion, in what area(s) has the harassment or bullying been based on? Please refer to the list in the harassment policy or the list of protected grounds in your Provincial Human Rights Legislation:

If your harassment or bullying was not based on any of the protected grounds, is the harassment or bullying based on either of the following:

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a) Repeated incidents that have caused you to be humiliated or intimidated. Yes No

OR b) A single serious incident that has had a lasting harmful effect on you. Yes No

In your own words, describe the conduct, comments or display you found objectionable. Give details of date and location of the incident(s) that is/are the basis of your complaint.

What type of resolution do you seek? (e.g., supervisor to direct or counsel person to correct conduct; facilitated meeting with alleged harasser / bully; apology; workshops or training sessions; mediations; or other.)

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Declaration

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand that making a false complaint will result in appropriate discipline.

Signature:

Date (dd/mm/yyyy):

I acknowledge receipt of this complaint.

Signature of person receiving complaint:

Date (dd/mm/yyyy):

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## [Town of Lampman Harassment Prevention Policy](#) [\(Short-form\)](#)

Updated: November 15, 2018

### Statement of Commitment

Every employee is entitled to employment free of harassment. The Town of Lampman is committed to a harassment-free workplace where everyone is treated with dignity and respect.

### Definition of Harassment

This harassment policy covers the following:

#### 1. Harassment Based on Prohibited Grounds (Saskatchewan):

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- 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
- constitutes a threat to the health or safety of the worker.

#### 2. Personal Harassment

Personal harassment is sometimes referred to as bullying. It includes any inappropriate conduct, comment, display, action or gesture by a person that:

- adversely affects a worker's psychological or physical well-being;
- the perpetrator knows or should know, would cause the worker to be humiliated or intimidated; and
- constitutes a threat to the health and safety of a worker.

Typically, personal harassment involves repeat occurrences. A single incident may also constitute personal harassment if serious or severe and is shown to have a lasting harmful effect on a worker.

#### 3. Sexual harassment

Sexual harassment is unsolicited and unwelcome behaviour over one or a series of incidents. Sexual harassment may be verbal, physical or visual. Examples of sexual harassment include sexual remarks, "jokes" with sexual overtones, a sexual advance or

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invitation, displaying offensive pictures or photographs, threats, leering, physical contact like touching, patting, pinching or brushing against, sexual and physical assault and other unwanted behaviours.

Employer’s Commitment

The Town of Lampman Mayor and Council will take all complaints of harassment seriously. The Town of Lampman is committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

Employee’s Duty

All employees, including Council member, managers, and supervisors employed by the Town of Lampman, shall refrain from causing or participating in the harassment of another employee, and co-operate with any person investigating harassment complaints.

A copy of the Town of Lampman’s full harassment policy can be found in the employee handbook or can be provided at any time by the Administrator.

Complaint Procedure

An employee who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop. Where this cannot be done or is unsuccessful, the employee should report the alleged harassment to any supervisor or member of the Town Council.

Once a supervisor or Council member receives a complaint, that person shall immediately complete the Harassment Documentation form. If the supervisor or Council member sees that this incident can be considered harassment or bullying, the complainant will complete the Harassment Complaint Form.

The supervisor or Council member and the complainant will discuss options to resolve the complaint. There are 3 options to manage the complaint:

1. Informal resolution. This does option does not generally involve speaking with the alleged harasser directly, and may include broad employee training,

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communication, and reminders about acceptable actions. A harasser may be named or not in an informal complaint.

2. A formal harassment complaint and resolution where the alleged harasser is notified and addressed (keeping the identity of the complainant confidential, if possible) and training or performance measures, up to and including termination, are considered.
3. Investigation. In cases where facts are in dispute, a confidential investigation is undertaken. Following the conclusion of the investigation, Council will inform the complainant and the alleged harasser of the results. When an investigation is necessary and harassment has been substantiated, the Town of Lampman will take appropriate corrective action, which can include performance management measures and/or termination.

Confidentiality

The Town of Lampman will not disclose the identity of the complainant or alleged harasser, except where disclosure is necessary to investigate or take disciplinary action, or where such disclosure is required by law. The supervisor or Council member receiving the complaint will request and receive explicit permission from the complainant before divulging their identity to anyone.

Other Options for Complaints

Nothing in this policy prevents or discourages an employee from referring a harassment to the Occupational Health and Safety Division or the Saskatchewan Human Rights Commission. An employee also retains the right to exercise any other legal avenues available.