

Respectful and Harassment-Free Workplace Policy



The City of Saskatoon's Respectful and Harassment-Free Workplace Policy sets out guidelines for reporting, investigating and resolving complaints of inappropriate behaviours. The City is committed to creating and maintaining a respectful work environment.

Why is it essential?

The City of Saskatoon is committed to creating and maintaining a respectful workplace that is free of harassment, discrimination, disruptive workplace conflicts, and inappropriate interactions.

These behaviours can jeopardize an individual's dignity and well-being, and undermine work/customer relationships and productivity. These behaviours can create a hostile or intimidating environment.

What you need to know

The Respectful and Harassment-Free Workplace Policy sets out guidelines for reporting, investigating and resolving complaints of inappropriate behaviours in an effort to provide a respectful work environment. The Policy also includes key definitions and outlines the responsibilities of all employees to each other and to members of the public. It also provides support and protections for employees and members of the public.

WHAT THE POLICY COVERS

The Policy provides protections for employees and members of the public against:

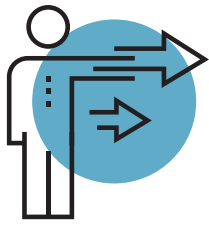
Harassment: repeated comments/actions that result in humiliation or intimidation

Discrimination: unfair or prejudicial treatment based on gender, race, age, etc.

Disruptive workplace conflict: a dispute or interaction that impedes activity in the workplace

THE POLICY ALSO COVERS

Inappropriate interactions: physical, sexual, or verbal abuses (bullying) that take place at the workplace, originate at the workplace and carry into personal time, or originate outside of work but spill into the workplace. The Policy extends to in-person exchanges as well as those that occur over the phone and in writing (including email, text, social media).



COMPLAINT RESOLUTION

The Policy outlines both informal and formal processes available to an individual who believes they have suffered or witnessed an instance(s) of inappropriate behaviour.

Early resolution of ongoing issues

Individuals who wait to come forward about unwelcome and inappropriate behaviours can, over time, experience a build-up of stress which can affect well-being. Unresolved conflicts can also lead to an unhealthy environment. This Policy encourages individuals to come forward in the early stages and explore solutions.

The City has many ways to help prevent and deal with unwelcome behaviour:

- Support or advice to resolve the issue when it is something the individual wants to try and address directly
- Bringing in third parties or managers as needed to investigate and address disrespectful behaviour
- Conflict resolution/mediation when appropriate
- Possible disciplinary action (internal) / security (external) to prevent future incidents

CONFIDENTIALITY

The Complaint Resolution process is confidential in some cases to protect the interests of the complainant, the respondent, and others that report incidents of inappropriate behaviour. It may not be possible to maintain confidentiality in the investigation of all concerns due to the City's legal obligation to provide a safe workplace.

Responsibilities

EMPLOYEES

- Ensure your conduct sets a positive example by not engaging in inappropriate behaviour.
- Report inappropriate behaviour you experience or witness, including incidents involving the general public.
- If you can, ask the employee/member of the public to stop the inappropriate behaviour.
- Participate in investigation processes where needed and share honestly about what happened so the issue can be addressed.
- You may be asked to complete a Complaint Intake Form for incidents involving employees.

MANAGERS & SUPERVISORS

- Create a work environment free from inappropriate behaviour and take appropriate action if incidents occur in your work area, including incidents involving the general public.
- Ensure your own conduct sets a positive example by not engaging in inappropriate behaviour.
- Treat complaints seriously. Ensure employees have access to file a Respectful Workplace Complaint, talk to your HR Business Partner for advice, participate in investigations as needed, and take appropriate follow-up action in a timely manner once an investigation is completed.

Communicate and reinforce the details and expectations of this Policy with current and new employees, including the processes involved in resolving issues.

View the full City of Saskatoon Respectful and Harassment Free Workplace Policy at saskatoon.ca/respect

Employees can also find it under HR Policies on the MyCity Intranet.

Working Together Building A Great City



PEOPLE
MATTER

RESPECT
ONE ANOTHER

ACT AND
COMMUNICATE WITH
INTEGRITY

SAFETY
IN ALL WE DO

TRUST
MAKES US
STRONGER

COURAGE
TO MOVE FORWARD