

	<p style="text-align: center;"><b>HUMAN RESOURCES</b></p> <p style="text-align: center;"><b>WORKPLACE VIOLENCE AND HARASSMENT POLICY</b></p>	
Policy #: DRAFT	Issued: Human Resources	Reviewed/Revised: September 22,2017
Prepared By: Human Resources	Reviewed By: XX	Approved By: XX

## 1.0 PURPOSE

The Town of Kingsville is committed to building and preserving a safe, productive and healthy working environment based on mutual respect. In pursuit of this goal, the Town of Kingsville does not condone and will not tolerate acts of violence, harassment, discrimination or bullying against or by any Town of Kingsville employee.

## 2.0 SCOPE

This policy applies to all employees, elected/appointed officials, contractors, students, volunteers and visitors.

## 3.0 DEFINITIONS

Refer to "Workplace Violence and Harassment Program Standard Operating Procedure."

## 4.0 REFERENCE DOCUMENTS

Workplace Violence and Harassment Program Standard Operating Procedure  
Occupational Health and Safety Act  
Ontario Human Rights Code

## 5.0 RESPONSIBILITIES

Refer to "Workplace Violence and Harassment Program Standard Operating Procedure."

## 6.0 PROCEDURE

We comply with all laws in providing equal opportunity to all individuals in all areas of employment (recruitment hiring, training, assignment and promotion) and employee privileges without regard to race, age, ancestry, citizenship, religion or creed, colour, sex, sexual orientation, marital status, ethnic origin, record of offences, family status or handicap.

We are committed to providing a harassment free workplace. Harassment, be it verbal, physical or visual is defined as "course of vexatious comment or conduct that is known or ought to be reasonably to be known as unwelcome", that denies individual dignity and

respect on the basis of the grounds such as gender, disability, race, colour, sexual orientation or other prohibited groups. All employees are expected to treat others with courtesy and consideration and to discourage harassment.

The Town of Kingsville will ensure that all employees are trained and educated on violence and harassment and that they are clear about their roles, responsibilities, as this policy, the corresponding program and all workplace procedures.

This policy applies at the workplace, at employment-related social functions, in the course of work assignments outside the workplace, during work-related travel, over the telephone, if the conversation is work-related or elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Questions regarding the Workplace Violence and Harassment Policy direct to the Human Resources Manager.

## **7.0 REVIEW/REVISIONS**

<b>No.</b>	<b>Revision Details (incl. provision #)</b>	<b>Revision By</b>	<b>Date</b>
1.			
2.			
3.			
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