

County of Elgin

Section: 2

Human Resources Policy Manual

Subject: **Workplace Harassment:
What Employees Need to
Know**

Policy Number: **2.80a**

Code - **A**

Date Approved: **Oct. 22/03**

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Date Last Revision:

**WORKPLACE HARASSMENT:
WHAT EMPLOYEES NEED TO KNOW AND TO DO TO ENSURE THE QUALITY OF WORK
ENVIRONMENT AND INTERACTIONS REQUIRED TODAY**

Employees With the Knowledge Of Current Workplace Environment Expectations and the Commitment to Make Their Contribution to Appropriate Workplace Environments

LEARN:

Impact of Law on Rights and Responsibilities in the Workplace

I. Equality Rights Guarantees (the Code)

a) Review of Substantive Requirement

Understanding protected statuses

Guarantee of freedom from discrimination

Guarantee of work environment and interactions free from harassment

Freedom from reprisal

Guarantee of accommodation in the employment relationship

Exploration of the substance of the guarantees and the rights and responsibilities attending equality rights guarantees.

b) Understanding Your Responsibility as an Employee With Respect to Equality Rights Guarantees

Context: Discrimination, harassment, accommodation

Expectations at law

Expectations under the employer's policies and values

Responsibility for your own conduct

Responsibility for the conduct of others

c) Contributing to a Harassment-Free and Respectful Workplace

The employee as a role model
Support co-workers' right to respectful workplace
Active intervention
Employee as the advisor

d) Understanding the Role and Responsibilities of the Employer and Of Person in Authority With Respect to Equality Rights Compliance in the Workplace

II. Civil, Respectful Workplace

Context for new standards and new responsibilities
Reviewing our interests in a civil, respectful workplace (*organizations, employees, managers*)
Defining the standards
Rights and responsibilities re a civil, respectful workplace
Interactions between workplace issues (*absenteeism, problem with performance issues, behavioural problems*) and the demand of civil, respectful workplace

III. Prevention, Early Detection and Resolution

Mutual interest in prevention, early detection and resolution

- (i) The employee as a role model
- (ii) Management in action
 - Role model
 - Policy clarification
 - Monitoring the workplace
 - Early detection and intervention
- (iii) Advisory support
 - Support for informal reinforcement of equality rights guarantees
 - Merits of early access to informal support
 - How the advisor will function?
- (iv) Internal formal complaint process
 - Context for formal complaint investigations
 - Understanding the process

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- (v) Consequences of a failure to contribute to legal and corporate expectations with respect to the workplace environment
 - Costs to the workplace
 - Cost to co-workers
 - Spectre of employment sanctions
 - Risk of significant legal liabilities