

County of Elgin

Section: 2

Human Resources Policy Manual

Subject: **Workplace Harassment:  
What Supervisors and  
Managers Need to Know**

Policy Number: **2.80b**

Code - A

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

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Date Last Revision:

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

Supervisors and Managers without Knowledge of Current Obligations to the Quality of the Work Environment Risk Exposing Themselves and the Employer to Increasing Liabilities

**LEARN:**

Scope of current expectations for acceptable work environments and acceptable workplace interactions: *expanding definition of harassment, higher standards of conduct for supervisors and managers, new harassment risks: age, gender orientation, personal harassment, harassment of accommodates; personal harassment; kinder, gentler workplace*

**Impact of broadening scope of harassment on your obligations as a supervisor and manager**

**Scope of your responsibility for the quality of the work environment: *for your own conduct; for the conduct of others in the workplace***

Scope of current liabilities: risk of increasing and joint liabilities for employer and supervisors and managers for failure to meet the current standards required in the workplace environment

**How to meet your obligations with respect to the quality of the work environment: *civil, respectful and safe environment, equality rights compliance***

**BENEFITS OF PROGRAM TO EMPLOYERS, SUPERVISORS AND MANAGERS**

Position supervisors and managers to reduce the risk of unacceptable workplace environment that falls below currently required standards

Reduces the risk of exposing the company, supervisors and managers, to increasingly costly liabilities

Positions supervisors and managers to effectively support human rights compliance in the workplace

Provides employer, supervisors and managers with due diligence evidence

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## **WHAT YOU WILL LEARN!**

### ***SUBSTANTIVE WORKING KNOWLEDGE OF THE CURRENT EQUALITY RIGHTS ISSUES***

The broadening parameters of harassment under the *Code*: *new developments, scope of conduct: single incidents? Scope of victim? Scope of workplace; new harassment priorities: ageing employees, gender orientation, disability*

New developments: supervisors and managers increasing responsibilities for harassment

New obligations re personal harassment: *preventing violence, bullying*

New obligation to provide a respectful and civil workplace and workplace interactions

Supervisors and managers practical and legal obligation

### ***POSITIONING YOU AS A SUPERVISOR AND MANAGER TO MEET YOUR OBLIGATIONS FOR PREVENTION, DETERRENCE AND RESOLUTION***

Legal obligations – due diligence

Practical obligations – strategies to secure an acceptable workplace environment

Communications

Supporting and empowering employees for self-help

How to provide effective advisory support?

Understanding the advantages of early informal resolution

How the supervisor and manager can contribute to successful early informal resolution

### ***BE KNOWLEDGEABLE THE UNACCEPTABLE COSTS AND CONSEQUENCES OF A WORKPLACE ENVIRONMENT AND WORKPLACE INTERACTIONS FALLING BELOW THE CURRENT AND EMERGING STANDARDS***

Impact on workplace and workplace participants: the employer, employees, managers, supervisors, victims, individuals whose conduct falls below required standards

Update: Increasing liabilities for non-compliance; shared liabilities for non-compliance

New developments: *no limits on general damages; increasing wage loss liabilities (i.e. ten years); more aggressive interventions into the workplace*