

# ADMINISTRATON POLICY

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Policy Title: <b>External Public Anti-Harassment Policy</b>	Resolution Number: 175/21
Approved by: <b>Council RM of Fisher</b>	Date of Most Recent Approval: July 7, 2021
Date of Original Approval: July 7, 2021	Supersedes/Amends Policy Dated:
<b>DISCLAIMER:</b> <i>If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

## **Scope**

This policy applies to, but is not limited to, all persons employed full time, part time, casual, volunteer, or an elected member of the Rural Municipality of Fisher who interacts with the public in person, in writing, email, voice mail, or on the telephone while doing work on behalf of the municipality.

## **Purpose**

Every employee, is entitled to a respectful work environment free of disrespectful behaviour including discrimination, harassment, sexual harassment, personal harassment, and workplace violence.

Any disrespectful behaviour or inappropriate language used by a member of the public towards an employee of the municipality is unacceptable and will not be tolerated.

## **Definitions**

Disrespectful Behaviour: Actions or comments that are inappropriate, demeaning, or otherwise offensive behaviour intended to create an uncomfortable, hostile, and/or intimidating work environment. Disrespectful behaviour may be found to have taken place in and outside the workplace. Types of behaviour considered disrespectful include but are not limited to:

- Discrimination: As defined in the Manitoba Human Rights Code, a course of offensive and unwelcome conduct or comment made on the basis of a protected characteristic.
- Sexual harassment: As defined in the Manitoba Human Rights Code, includes but is not limited to:
  - a series of objectionable and unwelcome sexual solicitations or advances,

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- a single solicitation or advance if it is made by a person who is in position to confer a benefit on, or deny, a benefit to the recipient of the solicitation or advance, if the person making the advance knows or ought to reasonably know that it is unwelcome.
- A reprisal or threat of reprisal for rejecting a sexual solicitation or advance.
- Personal Harassment: While not constituting discrimination, harassment, or sexual harassment under the Manitoba Human Rights Code, a course of behaviour that is not respectful towards others with the intention to harm or be hurtful and includes but is not limited to:
  - Written or verbal abuse or threats
  - Patronizing or condescending behaviour
  - Humiliating an individual in front of others
  - Bullying, including cyber bullying
  - Disrespectful internet posting

Workplace Violence: Any act that results in injury or threat of injury, real or perceived, by an individual, including but not limited to:

- Acts of aggression
- Verbal or written threats
- Vandalism of personal property

### **Procedure**

The safety of every employee, is of primary concern. If at any time, an individual feels personally threatened, they are to call 911 immediately. It is NOT the expectation that anyone put themselves at any risk or jeopardize their safety in any real or perceived situation.

For any disrespectful behaviour or abusive language:

1. Ask the individual to stop their behaviour, indicating that they are in violation of the RM's policy; if they refuse to stop, ask them to leave the premises.
2. If there is a safety hazard, call the RCMP (dial 911) and without jeopardizing personal safety ask the person to stop the activity immediately or they will be asked to leave the premises.
3. If the individual does not cooperate, inform them that the RCMP have now been called.
4. Wait for the RCMP to arrive, do not engage in confrontational behaviours.
5. Advise supervisor immediately if on site
6. Prepare a written report of incident for the CAO and Council.