



## MD OF PINCHER CREEK NO. 9

### CORPORATE POLICY

C-SAFETY-001B

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**TITLE: HARASSMENT PREVENTION POLICY**

Approved by: Council  
Reviewed by: Council  
Reviewed by: Council  
Reviewed by: Council

Date: January 8, 2019  
Date: November 9, 2021  
Date: June 11, 2024  
Date: July 8, 2025

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**Related Provincial Legislation:**

*Occupational Health and Safety  
Act, Regulations and Code*

**PURPOSE OF POLICY**

The Municipal District of Pincher Creek No. 9 (the "MD") is committed to providing a work environment in which all employees are treated with respect and dignity. Harassment can affect persons, directly or indirectly within an incident, physically and/or psychologically.

**POLICY STATEMENT**

The MD of Pincher Creek respects the rights and interests of all workers and is committed to eliminating or, if that is reasonably practicable, controlling the hazard of harassment. It is committed to a working environment which supports mutual respect, dignity and the ability of workers, and other worksite parties, to work together collaboratively and productively.

**SCOPE**

This policy applies to the Council, Chief Administrative Officer, Directors, Managers, Supervisors, workers and any person who is affiliated with the MD of Pincher Creek

**DEFINITIONS**

**Bullying** means a conscious, willful, deliberate, repeated and hostile activity that may be marked by an imbalance of power, intent to harm and/or threat of aggression. It can be verbal such as name calling, put-downs, threats, homophobic tendencies (prejudiced behavior against a person's actual or perceived sexual orientation), transphobic tendencies (prejudiced behavior against a person's actual or perceived gender identity or gender expression), social (exclusion, gossip, ganging up), physical (hitting, damaging property), or cyberbullying (the use of technology to support deliberate hostile and hurtful behavior towards an individual or groups of individuals). It can occur with a peer group or between groups.

Bullying may include, but is not limited to the following:

- Verbal Bullying – name calling, sarcasm, teasing, spreading rumors, threatening, making references to one's culture, ethnicity, race, religion, gender or sexual orientation, unwanted comments.
- Social Bullying – mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.
- Physical Bullying – hitting, poking, pinching, chasing, shoving, coercing, or destroying.
- Cyber Bullying – using technology to intimidate, put down or spread rumors about someone.

**Evidence** means a record that shows proof of an activity. Recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business of the conduct of affairs and **kept as a record** of such activity. A record includes both business (substantive) and transitory records.

**Harassment** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes:

- a. Conduct, comment, bullying or action because of race, religious beliefs, color physical disability, mental disability, age ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation and,
- b. A sexual solicitation or advance,

But excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

**Sexual harassment** is any unwelcomed sexual behavior that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotion or earnings; or prevents a person from getting a job, living accommodations or any kind of public service.

Sexual harassment can include such things as pinching, patting, rubbing or leering, 'dirty jokes', pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature. The behavior need not be intentional in order to be considered sexual harassment.

**Work site** means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation. It includes work based social gatherings and meetings such as conferences, seminars etc.

**Worker** includes a person to whom the MD of Pincher Creek pays Worker's Compensation premiums on behalf of the person and volunteers

## RESPONSIBILITIES

Chief Administrative Officer, Directors, Managers, and Supervisors

1. Take immediate and appropriate action to report or deal with incidents of harassment and bullying of any type, whether brought to their attention or personally observed.
2. Assist in investigation harassment and bullying.
3. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally

Workers

1. Will not participate in harassment or bullying
2. Will conduct themselves in a manner that meets acceptable social standards and contribute to a positive work environment where they treat the public, clients and co-workers with dignity and respect.
3. They will familiarize themselves with the procedures that are in place to protect them.
4. All workers are responsible for reporting any incidents as set out in this prevention plan.
5. Shall attending training sessions, when required.

Health and Safety Specialist and Human Resources

1. Ensure workers have acknowledged receipt of this prevention plan.
2. Provide training on harassment and bullying.
3. Investigate alleged acts of harassment and bullying.
4. Arrange assistance (support) for workers, if required.
5. Monitor harassment prevention policy.
6. Evaluate harassment prevention plan.

Health and Safety Committee

1. Communicate the existence of this prevention plan.
2. Review the harassment prevention plan, when required.

## REQUIREMENTS

1. Workers are to be made aware of and understand that acts of harassment and bullying are considered a serious offence for which necessary action will be imposed.
2. Any incidents of harassment or bullying will be investigated, and corrective action taken to address the incident.
3. Those subjected to acts of harassment and bullying shall be encouraged to seek assistance that may require in order to pursue a complaint.
4. Workers are to be advised of available recourse if they are subjected to, or become aware of, situations involving harassment and bullying.
5. Action will be taken against a worker or an individual for making a complaint if the complaint is made maliciously or without reasonable and probable grounds.
6. The MD of Pincher Creek will treat all complaints of this nature seriously and will ensure that they are resolved quickly and fairly.

7. Confidentiality of personal information of those involved, where appropriate, will be maintained. Disclosure of the circumstances related to an incident of harassment of the names of the complainant, the person alleged to have committed the harassment any witnesses, except:
  - a. Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, or
  - b. As required by law.
8. Preventing harassment will come in the form of training provided to MD workers. It may also come in the form for other work site parties as part of a condition of employment or work with the MD of Pincher Creek.
9. The harassment prevention plan, which includes this policy and accompanying procedures will be reviewed on the earliest of the following:
  - a. When an incident of harassment or bullying indicates a review is required
  - b. Where there is a change to the work or work site that could affect the potential for harassment to occur
  - c. If the health and safety committee or representative requests a review of the plan
  - d. At least every three (3) years.

The harassment prevention policy is not intended to discourage a worker from exercising right pursuant to any other law, including the *Alberta Human Rights Act*.



**Rick Lemire**  
Reeve



**Roland Milligan**  
Chief Administrative Officer