# Harassment prevention policy (sample)

This is one example of a workplace harassment prevention policy. **If you choose to use this sample, make sure you customize it to your work and work site.**

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| **Employer name:** |

The management of <*employer name>* is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from anyone including: *<List who this policy applies to. Must include people external to the organization, such as clients or customers, as well as those within the organization.>*

*<employer name>* is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone must uphold this policy and work together to prevent workplace harassment.

Workplace 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. Workplace harassment includes conduct, comment, bullying or action because of race, religious beliefs, colour, 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 a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. These include measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns.

The employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that workers follow measures and procedures, and have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person.

The employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.

The employer pledges to respect the privacy of all concerned as much as possible. The employer will not disclose the circumstances related to an incident of harassment, or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to:

* investigate the incident or to take corrective action,
* inform the parties involved in the incident of the results of the investigation and any corrective actions taken, or
* comply with other legal requirements.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment.

This harassment prevention policy does not discourage a worker from exercising the worker’s right under any other law, including the *Alberta Human Rights Act*.

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| **Signed:**  *<signature of the highest management level>* | **Date:** |

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.