# Harassment prevention procedures (template)

This template is provided for example purposes. **It you choose to use this template, make sure you customize it to your work and work site.**

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| **Employer name:** | Date: |
| Health and safety committee or representative consulted (if there is one): Yes No N/A | |
| Affected workers consulted (if there is no committee or representative):Yes No N/A | |

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| Harassment reporting procedures: |  |
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| Employer’s procedures for documenting, investigating and preventing harassment: |  |
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| How the employer will inform involved parties about harassment investigation results, and corrective actions (if any) take to address the incident: |  |
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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.