

**VILLAGE OF CORNWALLIS SQUARE**  
**Workplace Harassment - Discrimination Policy**  
**Approved January 16, 2024**

**1. Purpose**

It is the policy of the Village of Cornwallis Square to ensure a work environment is provided in which all individuals the Village has responsibility for - employees, volunteers and contractors - are free from work place harassment and discrimination. Such actions are not tolerated and are to be redressed.

The Village recognizes that individuals may find it difficult to come forward with a complaint under this statement of policy and procedure because of concerns of confidentiality. Therefore, all complaints concerning workplace harassment or discrimination, as well as the names of the parties involved shall be treated as confidential. The Village's obligation to conduct investigation into the alleged complaint may require limited disclosure. No record of the complaint will be maintained on the personnel file of the complainant. If there is a finding of improper conduct that results in disciplinary action, it will be reflected only on file of the person who engaged in such conduct, in the same way as any other disciplinary action.

**2. Objective**

2.1 **Objectives** of this policy are to:

- a. outline the procedures to be followed regarding workplace harassment and discrimination so that individuals reporting alleged incidents will know the matter will be treated confidentially and may be reported without fear of retaliation or reprisal.

**3. Definitions**

**Workplace** means any place where business or work-related activities are conducted. It includes, but is not limited, the physical work premises, work-related social functions (parties, golf tournament, etc.), work assignments outside of the premises, work-related travel and work-related conferences or training sessions.

**Work** is any required task, duty or service performed on behalf of the Village and the Waterville & District Volunteer Fire Department by individuals, as defined in this policy.

**Harassment** means engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. It may include unwelcome, unwanted, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual's work performance; adversely affecting an individual's employment/ volunteer relationship; and/ or denying an individual dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

**Employees** means paid (by salary or honorarium) staff of the village commission and the Waterville & District Volunteer Fire Department. It includes, but is not limited to, the clerk, sidewalk, lawn and snow removal staff; crossing guard(s), property janitor(s).

**Volunteers** means any individual fulfilling a village- or fire department-required volunteer role. It includes, but is not limited to, elected members of the Village commission, members of the Waterville & District Volunteer Fire Department, any volunteer members of committees or working groups struck by the village or fire department.

**Contractors** means village- or Waterville & District Volunteer Fire Department-hired companies/ individuals providing work, equipment or advice. It includes, but is not limited to, sidewalk, lawn and snow removal staff; village- or Waterville & District Volunteer Fire Department-owned property and equipment servicing, inspection and repairs; special project construction or installation contractors.

**Complainant** means any individual or group of individuals who bring forward a personal or witnessed incidence of workplace harassment for redress under this policy.

**Individual** will include all those people the Village has responsibility for, as defined by the categories Employee, Volunteer, Contractor, Complainant.

#### **4. Protection from Retaliation**

Retaliation or reprisals are prohibited against any individual who has complained under this statement of policy and procedure, or has provided information regarding a complaint. Any retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of discrimination and harassment.

#### **5. Responsibilities**

##### **5.1 Commission will**

- a. ensure the Village of Cornwallis Square has in place a Workplace Harassment - Discrimination Policy.
- b. review, amend and adopt changes to the Workplace Harassment - Discrimination Policy.

##### **5.2 The Village Clerk will**

- a. administer and implement the Workplace Harassment - Discrimination Policy of the Village.
- b. identify necessary revisions to the Workplace Harassment – Discrimination Policy in consultation with the Village commission and managerial staff.
- c. approve a process for the investigation and resolution of complaints concerned with violations of the Workplace Harassment – Discrimination Policy

##### **5.3 Managers, fire chiefs, supervisory personnel, employees and volunteers will**

- a. ensure all individuals are advised of the Workplace Harassment - Discrimination Policy
- b. be familiar with, and act in accordance with, the Village of Cornwallis Square's commitment to its Workplace Harassment - Discrimination Policy.

#### **6. Procedure**

##### **Step 1: Self-Help**

Individuals are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where individuals feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Individuals are requested to keep a written record of the date, time, details of the conduct, and witnesses, if any.

##### **Step 2: Management Support and Intervention**

Individuals who are not confident or comfortable with Step 1 and believe they are victims of discrimination or harassment, or become aware of the situations where such conduct may be

occurring, are requested to report these matters to their supervisor.

### **Step 3: Formal Complaint**

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint

- a. provide a letter of complaint that provides a summary of the offensive incident (i.e. when it occurred, the persons involved, names of witnesses). The letter shall also state the remedy sought and be signed and dated by the person filing the complaint.
- b. file the complaint with your manager and / or the Village clerk
- c. cooperate with those responsible for investigating the complaint.

An individual who becomes aware of situations where discrimination or harassment may be occurring is requested to notify their manager.

An unproven allegation does not mean harassment did not occur or there was a deliberate false allegation. It simply means there is insufficient evidentiary basis to proceed or, while the complainant may have genuinely had reason to believe there was harassment, the investigation has not borne out the complaint.