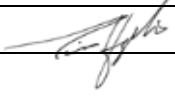


Advantage Roofing Ltd	Section: <b>Harassment</b>		Page: <b>1 of 3</b>
	Date: <b>April 02, 2018</b>	Revision #: <b>02</b>	
	Revised by: <b>Bob Viana</b>		
Approved by: <b>Tim Hopkins (President)</b>	Signature: 		
<b># 13.1</b>	Title: <b>Harassment Policy</b>		

Saskatchewan OHS Regulations, 1996 Harassment, Section 36 (1) states the following:

An employer, in consultation with the committee, shall develop a policy in writing to prevent harassment.

Advantage Roofing Ltd is committed to providing a healthy and safe work environment for its workers and prevent harassment in the work place. To express that commitment, we issue the following policy on Harassment.

Harassment in the workplace is unacceptable and against the law, every worker is entitled of a harassment-free workplace. Harassment will not be tolerated in any work-related setting, including work-related conferences, seminars, travel and social events.

Advantage Roofing will make every effort to ensure that harassment in the workplace is prevented. This policy covers all employees at all levels and shall be posted in all work facilities.

**Definition of Harassment**

Harassment is any unwanted conduct that offends or humiliates.

Harassment is prohibited on the following grounds: race, creed, religion, color, sex, marital status, sexual orientation, family status, mental and physical disability, physical size or weight, age, nationality, ancestry or place of origin, or the receipt of public assistance. It may be verbal, physical, or psychological. It can include, but is not limited to:

- Jokes that cause awkwardness and embarrassment
- Display of racist, sexist or other offensive material
- Sexually suggestive or obscene comments or gestures
- Offensive sexual advances and propositions
- Unwanted physical contact such as touching, patting or pinching
- Verbal abuse, threats or intimidation
- Physical assault, including sexual assault

## **Employer Responsibility**

The employer shall ensure that no employee is subjected to harassment, whether it is from a supervisor, co-worker, or non-employee such as client or customer.

## **Employee Responsibility**

No employee shall participate or encourage the harassment of another worker.

## **Informal Complaint Options**

An employee is encouraged to consider the following informal options:

- Raise the issue with the person whose behavior is a problem. This could be done verbally or in writing.
- Inform your Supervisor or Owner of the problem and ask him or her to informally discuss the situation with the alleged harasser.

## **Formal Complaint Options**

If informal options are inappropriate or unsuccessful, the employee can file a formal complaint with one of the following people:

- Office Owner
- Company Owner

## **Confidentiality**

Any complaint of harassment will be kept in confidence, except if it is necessary to investigate and resolve the situation.

## **Investigation**

Any investigation will be undertaken immediately by one of the persons noted under complaint procedures. The alleged harasser will be promptly notified of the complaint. The complainant and the alleged harasser will both be interviewed along with any individuals who may be able to provide relevant information.

## **Discipline**

If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may range from a verbal reprimand to suspension or dismissal, and the incident will be documented in the harassers' file. Evidence that proves someone has maliciously filed a false harassment complaint shall receive a verbal reprimand.

**Documentation**

If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.

**Retaliation**

Retaliation against any individual for reporting harassment or providing information will not be tolerated.

**Appeal Process**

Within 120 days of the decision, either the complainant or the respondent may make a written request that the investigation be reviewed for thoroughness. The appeal should be forwarded to the same person with whom the formal complaint was filed. The request must state what aspect of the investigation is inadequate. The request must be submitted to one of the aforementioned contacts, which will determine if the investigation is to be re-opened in order to address concerns raised.

**Other Options**

This policy is meant to provide an effective redress mechanism. However, every employee also has the right to file a complaint with an outside agency, such as the Human Rights Commission, or the Occupational Health and Safety Division.