

Section	Personnel Workplace Issues	Policy No.	C.3
Subsection	3	Effective Date	
Version	Review	Review Date	June 2020
Name	Harassment Prevention Policy		

C.3 Harassment Prevention Policy

South Central Regional Library is committed to providing employees with the right to work in a harassment-free workplace. This would be an environment that does not undermine their health, job performance, or workplace relationships or that endangers an employee's employment status or potential.

Harassment by either Patrons, Employees or Employer representatives shall be defined as:

1. Inappropriate conduct, such as abusive language, rudeness, belittling behaviour, ignoring or indifference, or any other negative behaviour, in any form regarding a person's:
 - a. age, race
 - b. creed, religion
 - c. sex, sexual orientation
 - d. marital status, family status, economic status
 - e. political belief, association or activity
 - f. disability, size, weight, physical appearance
 - g. nationality, ancestry or place of origin
2. Bullying behaviour that may include, but not limited to:
 - a. repetitive offensive, abusive, intimidating or insulting behaviour
 - b. abuse of power by those in a supervisory role
 - c. ignoring a person's presence which makes the employee feel disregarded.
 - d. threatening or humiliating behaviour
 - e. belittling, rude or demeaning behaviour
 - f. any single or repeated behaviour that may cause personal humiliation and workplace insecurity.
3. Sexual harassment, which may include, but not limited to:
 - a. unwelcome sexual conduct and/or words or actions of a sexual nature that may cause offence or humiliation to another employee.
 - b. physical touching, such as kissing, hugging, pinching, patting, grabbing, blocking a person's path, leering or staring, or standing close to intimidate a person.
 - c. verbal, which may be oral or written and could include requests for sexual favors.

Employees' Rights and Responsibilities:

- Right to a harassment-free workplace.
- Responsible for treating other employees with courtesy and respect.
- Responsible for speaking up and reporting when harassment occurs (either personally or to others)
- Responsible for cooperating with South Central Regional Library in assisting with the investigation of the harassment claim.

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- Responsible for absolute confidentiality in regard to any harassment claim.
- Right to receive absolute confidentiality in regard to any harassment claim.
- Right to file a complaint with the Manitoba Human Rights Commission.

Employers' Rights and Responsibilities:

- Provide clear & posted guidelines for what entitles harassment.
- Provide reporting form for any harassment incident that may occur in the workplace.
- Provide a course of action and clear direction for employees who file a complaint against another employee.
- Provide a course of action and clear direction for employees who file a complaint against a supervisor.
- Responsible for swift and immediate action upon receiving a complaint of harassment.
- Responsible for absolute confidentiality for any complaints of harassment received, except for any disclosure required to proceed with the investigation.
- Responsible for disciplinary action that does not require legal action.

Disciplinary action may involve:

- Written and/or verbal apology to the complainant.
- Probationary period, which may or may not require attendance to behavioural training or counselling.
- Suspension of employment until the Board of SCRL has reviewed the terms of reinstatement and whether the situation can be resolved to the satisfaction of all parties (complainant, workplace, other employees, employer)
- Removal of patron's access to the library (suspension of borrowing privileges, no access to the library, etc.
- Immediate dismissal from employment with South Central Regional library
- Legal action, as determined by the severity of the incident.

Course of Action - Complaints of Harassment by Another Employee or Patron:

- Ask the person to stop the harassment.
- Document and date any or all incidents of harassment.
- Verbal warning will be given and noted in file of employee or patron record.
- Written warning shall be given if the verbal warning was ignored.
- If staff feel uncomfortable with face-to-face confrontation, they may put in a request to have the warning delivered in writing.
- The Branch Administrator should follow up by speaking with the employee or patron.
- If the informal route is not effective, staff be asked to fill out a written complaint form indicating the circumstances for the complaint.
- The Branch Administrator will bring the form to the attention of the Director, who will determine the best route to proceed.

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- The SCRL Personnel Committee may be contacted to set up hearings between the complainant and the employee or patron to address the issue and determine what further steps may be required to resolve the situation.
- Severe harassment incidents may be referred to the police for further investigation and resolution.

Course of Action - Complaints of Harassment by a Supervisor

- Ask the person to stop the harassment.
- Document and date any or all incidents of harassment.
- If staff are uncomfortable with face-to-face confrontation, put your request to stop the harassment in writing.
- If staff are unable to address the person in person or in writing, speak to the Director or a member of South Central Regional Library Board.
- The Director or Board member should follow up by speaking with the supervisor. You may be asked to meet together to address both sides of the situation.
- If the informal route is not effective, you may be asked to fill out a written complaint form indicating the circumstances for the complaint.
- The Director or Board member will bring the form to the attention of the SCRL Personnel Committee, who will determine the best route to proceed.
- The SCRL Personnel Committee may set up hearings between the supervisor and the complainant to address the issue and determine what further steps may be required to resolve the situation.
- Severe harassment incidents may be referred to the police for further investigation and resolution.

The Harassment policy of South Central Regional Library is a guideline to keep all employees feeling safe and secure in the workplace.

- Ongoing education and training will be provided to ensure all employees are aware of their rights and responsibilities regarding workplace harassment.
- Employees who have been harassed may receive a written and signed apology, compensation in the form of sick time taken or submit a request for transfer if a similar position is available.
- No record will be kept in the employee's file if the complaint was valid and proved to be true as stated.
- This policy is not meant to be a legal document but rather, give employees an avenue to report harassment of any form.
- It is the employees right to contact The Manitoba Human Rights Commission to make a claim if they feel they need to do so.

See Appendix B – Forms