

Harassment-Free Environment POLICY

- Operational** (Approved by SPL Board)
- Administrative** (Approved by SPL CEO)

Date Effective: 2020-07-09

Date Last Reviewed or Revised: 2020-07-02

Review Cycle: Every five years by Director, Finance & Administrative Services

Purpose

Saskatoon Public Library's *Harassment-Free Environment Policy* aims to protect Personnel and Patrons from Harassment.

SPL strives to safeguard the dignity of Personnel and Patrons. The principles of fairness and impartiality are applied in the resolution or investigation of Harassment complaints to ensure that their rights and responsibilities are respected.

Policy Statement

Harassment creates a hostile and unproductive Environment. Personnel and Patrons have a responsibility to refrain from participating in the Harassment of others.

Roles & Responsibilities

All Personnel should set a positive example by not engaging in Harassment. Everyone is responsible for maintaining confidentiality during and after a Harassment investigation.

Board

- 1) Approves the Policy, ensuring that it is consistent with current Legislation.
- 2) Provides funding for training and education.

Board Chair

- 1) Deals with Harassment complaints regarding the CEO.

CEO

- 1) Deals with Harassment complaints regarding the Director, Finance & Administrative Services.

Director, Finance & Administrative Services

- 1) Stays abreast of current Legislation and recommends Policy revisions as required.
- 2) Administers the Policy and Procedure.

Directors, Managers, Supervisors & Occupational Health Committee Members

- 1) Create an Environment free of Harassment and take appropriate action if Harassment occurs in their work area, including incidents involving Patrons.
- 2) Treat complaints seriously. Take immediate steps to ensure that a complaint is investigated and appropriate disciplinary action is taken to prevent or stop further Harassment.
- 3) Communicate the Policy and Procedure to current and new Personnel, and support the informal and formal resolution processes.

Union Representatives

- 1) Support the Policy by cooperating with the investigation of complaints. Participate in Harassment investigations as required.
- 2) Assist Complainants and Respondents when appropriate.
- 3) Let Respondents know their behaviour is inappropriate and assist in stopping it.

Personnel

- 1) Report any Harassment they are experiencing, including incidents involving Patrons.
- 2) Let Respondents know their behaviour is inappropriate.
- 3) Complete the Patron Incident Report after events involving Patrons.

Definitions

- 1) **"Board"**: Saskatoon Public Library Board.
- 2) **"CEO"**: Saskatoon Public Library CEO.
- 3) **"Complainant"**: The person who believes they have been subjected to Harassment.
- 4) **"Environment"**: The workplace, including SPL's branches, permanent and temporary buildings, grounds and other spaces (including online ones), and community events.
- 5) **"Harassment"**: See Definition of Harassment (Appendix A).
- 6) **"Legislation"**: *The Occupational Health and Safety Regulations, 1996* (Saskatchewan) and *The Saskatchewan Employment Act*.

- 7) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including online spaces.
- 8) **"Patron"**: Any person other than SPL Personnel using the Library or its services.
- 9) **"Personnel"**: SPL's term, part-time and full-time employees, Circulation Associates, casuals, security guards, contractors, consultants, Board, and volunteers (Friends of the Saskatoon Public Library).
- 10) **"Policy"**: *Harassment-Free Environment Policy*.
- 11) **"Procedure"**: *Harassment-Free Environment Procedure*.
- 12) **"Respondent"**: The person alleged to have harassed the Complainant.
- 13) **"SPL"**: Saskatoon Public Library.
- 14) **"Union"**: Canadian Union of Public Employees, Local No. 2669.

Appendices

- Appendix A: Definition of Harassment

Appendix A

Definition of Harassment

- 1) Legislation defines Harassment in the workplace as any inappropriate conduct, comment, display, action or gesture:
 - a) That is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.
 - b) That an employee should know or ought to reasonably know would cause another employee to feel humiliated or intimidated.
 - c) That adversely affects another employee's psychological or physical well-being, or that constitutes a threat to the health or safety of the employee.
- 2) To constitute Harassment, one of the following must have occurred:
 - a) Repeated conduct, comments, displays, actions or gestures.
 - b) A single serious occurrence of conduct, or a single serious comment, display, action or gesture that has a lasting and harmful effect on the employee.
- 3) Harassment can take a number of forms, including:
 - a) Verbal or written abuse or threats.
 - b) Name-calling, personal ridicule or malicious gossip.
 - c) Insulting, derogatory or degrading comments, jokes or gestures.
 - d) Innuendoes about or taunting an employee.
 - e) Displaying pornographic or explicitly discriminatory material, such as derogatory or offensive pictures or graffiti.
 - f) Unwelcome invitations, requests or demands, whether indirect or explicit, to engage in behaviour of a sexual nature.
 - g) Glaring, leering, ogling or other facial expressions.
 - h) Unwelcome physical contact, such as touching, patting or pinching.
 - i) Denigrating the adornments or rituals associated with religious beliefs.
 - j) Unjustifiable interference with another person's work, or work sabotage.
 - k) Refusing to work with or have work-related contact with other employees.
 - l) Intimidation, or use of any physical force or violence.
 - m) Bullying.

- 4) Harassment does not include any reasonable action relating to the management and direction of employees or the place of employment.
- 5) Day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and disciplinary actions are not considered Harassment even if they sometimes involve unpleasant circumstances. However, managerial and supervisory actions must be carried out in a manner that is reasonable and not abusive.
- 6) Other situations that do not constitute Harassment include:
 - a) Physical contact necessary for the performance of work, using accepted industry standards.
 - b) Conduct which all parties agree is inoffensive or welcome.
 - c) Conflicts or disagreements in the workplace that are not based on one of the prohibited grounds.