**Purpose**

*Organization’s Name* believe that all workers have the right to work in an environment that is free from harassment and discrimination. Therefore, to create this environment *Organization’s name* will utilize the following prevention plan to supplement the *Organization’s name* Harassment Policy. (Should list the actual policy name or number)

**Policy**

**Definitions**

Harassment – Any single or repeated incident of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought to reasonable know will or would cause offence or humiliation to a worker, or adversely affects the worker’s heath and safety and includes the following:

* Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability or mental disability, age, ancestry, place or origin, martial status, source of income, family status, gender, gender identity, gender expression and sexual orientation and
* Sexual solicitation or advance

**Responsibilities**

Employees – Employees are responsible to ensure they refrain from causing or participating in harassment. If an employee witnesses an incident of harassment they are responsible for ensuring that the incident is reported.

All staff in a supervisory role are responsible to ensure that none of the workers under the supervisor’s supervision is subjected to or participate in harassment at the work site.

Reporting Designate – This is the individual that reports should be submitted to and is responsible to carry out the investigation of the reported incident.

**Procedure**

***Hazard Identification***

1. The Health and Safety Committee/Health and Safety Representative (choose what position that your employer has) will assist the employer and workers to evaluate all job positions for both existing and potential hazards relating to harassment.
2. Once existing and potential harassment hazards (including people of the public, residents and family members) are identified all measures to eliminate and or control identified hazards will be established.
3. Once controls are established all employees will be informed of the hazards and the procedures to follow in incidents of harassment.

***Reporting Incidents***

1. To report an incident of harassment either witnessed or experienced employees (outline the reporting procedures including what forms, where the forms can be found and what details to include, such as details, dates, frequency, location(s) names of those involved or witness(s) and any supporting documentation)
2. Once the report is complete submit the report to (outline whom the report should be given to (reporting designate); keep in mind there needs to be alternate reporting procedures when the reporting designate in under the direct control of the alleged harasser or when the reporting designate may be the alleged harasser)

***Investigating and Documenting Incidents***

1. Upon the receipt of an incident report (state who the reporting party is) will begin the investigation within (dedicate a time frame to beginning the investigation process)
2. Confidentiality is of the upmost importance and will be maintained through the investigation process.
3. Organization’s name will not disclose the exact circumstances related to the incident or the names of the parties involved unless it is necessary to investigate the incident, take corrective action or as required by law.
4. Disclosure of parties involved or circumstances will only occur if it is to inform parties of the investigation results and corrective actions.

***Worker Support***

1. All employees following the reporting of an incident will be instructed to advise all parties that they can consult a health professional of the employee’s choice for treatment or referral. (can include any information the organization has in terms of an employee assistance program that can be utilized for support)
2. Workers receiving treatment for an incident are entitled to wages and benefits for the time they receive treatment.

***Training***

1. Prior to working all employees during orientation will be instructed in how to recognize harassment, how to report incidents of harassment as well as the details of the harassment policy and prevention procedure.
2. Employees designated to be the reporting parties will additional training in incident investigation. (outline what additional training those investigating will have)
3. Staff on an annual basis will participant in a refresher to review the policy and prevention details.
4. If reviews of policy or prevention plans indicated needed changes to the policy or prevention staff will attend in-services to be educated of changes.

***Program Administration and Continuous Improvement***

1. Harassment prevention plan is available to all employees (outline where it is that employees can find the policy. Remember that available means that all employees know how to access the prevention plan. For example, if the policy is on the company server that staff have access to a computer anytime and staff know how to find it)
2. All records of reported incidents and subsequent investigations will be kept in the (outline where the records will be kept within your organization).
3. Reviews of prevention plans will accompany the following:
4. An incident of harassment;
5. Health and Safety Committee/Health and Safety Representative (choose depending on the organization) recommends a review;
6. Every 3 years.
7. All reviews will be completed with the cooperation of the Health and Safety Committee/Health and Safety Representative (choose depending on the organization)
8. Since Organization’s name is committed to the providing a work environment that is free from harassment and discrimination, the employer will keep information of incidents to identify any additional root cause information or indicators of emerging trends in order to mitigate potential hazards of harassment and discrimination in the workplace.

**Forms/Appendixes** [insert any policies or forms that are applicable to this procedure]

* Harassment Policy (see CCSA template)
* Sample Harassment and Bullying Reporting Form (see CCSA template)
* Sample Harassment and Bullying Incident Formal Investigation Report (see CCSA template)

**References**

Alberta Occupational Health and Safety Act, June 1, 2018

Harassment and Violence in the Workplace, Government of Alberta Bulletin January 2020