**Purpose**

(Organization’s Name)is committed to providing a work environment in which all workers are treated with respect and dignity.

**Definitions**

**Workplace harassment:** any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance. Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

**Responsibilities**

**Employer**

* Ensure this policy and the supporting procedures are implemented and maintained.
* Ensure relevant information and instruction is given to supervisors and workers on the contents of the policy and procedures.
* Will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.
* Consult with the Organization’s name Health and Safety Committee/ Health and Safety Representative (choose the appropriate based on your organization) in the creation, review and implementation of the policy and prevention plans.
* That none of the employers’ workers are subjected to or participate in harassment or violence at the work site.

**Supervisors**

* Adhere to this policy and the supporting procedures.
* Responsible for ensuring that measures and procedures are followed by workers.
* Ensure that workers have the information they need to protect themselves.
* Ensure that none of workers under the supervisor’s supervision are subjected to or participate in harassment or violence at the work site.

**Workers**

* Compliance with this policy and the supporting procedures.
* Report incidents or concerns of harassment in the workplace.
* Refrain from or participating in harassment or violence at the work site.

**Policy**

Harassment will not be tolerated from any person at or outside of the work site including *list who this policy applies to, especially if it applies to people other than workers such as customers, clients, other employers, supervisors, workers and members of the public, etc*. (Organization’s Name)is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures (Include the name or number of the prevention procedure). The (name of the prevention procedure policy) includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns.

Every employee must work in compliance with this policy and the supporting prevention procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person (list that individual here).

Due to the sensitive nature of reports Organization’s name pledges to respect the privacy of all concerned. The circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) will not be disclosed except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law enforcement.

No employee can be faced with disciplinary action when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a employee from exercising the employee’s right under any other law, including the *Alberta Human Rights Act*.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the CEO**

**References**

Alberta Occupational Health and Safety Act