



## **TOWN OF BURIN**

### **HARASSMENT POLICY**

#### **POLICY #2026-008**

#### **1. PURPOSE**

The Town of Burin is committed to providing a work environment in which all individuals are treated with respect, dignity, and fairness, free from harassment, discrimination, and bullying.

Harassment in any form will not be tolerated.

#### **2. POLICY STATEMENT**

All employees, elected officials, volunteers, contractors, and members of the public interacting with the Town have the right to a harassment-free workplace.

The Town will:

- Prevent harassment through awareness and training
- Address complaints promptly, fairly, and confidentially
- Take appropriate corrective action when required

Failure to address harassment is itself a violation of this policy.

#### **3. APPLICATION**

This policy applies to:

- All municipal employees (full-time, part-time, casual, contract)
- Mayor and Council
- Committees, boards, and volunteers
- Contractors and third parties

It applies to conduct:

- In the workplace
- At work-related events or travel
- Online or through electronic communication where work is involved

## **4. DEFINITIONS**

### **Harassment**

Harassment is any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome.

Examples include:

- Verbal abuse, threats, or yelling
- Offensive jokes or comments
- Bullying or intimidation
- Spreading rumors
- Unwelcome physical contact

### **Sexual Harassment**

Examples Include:

- Unwanted sexual advances or comments
- Requests for sexual favors
- Conduct creating a hostile or offensive environment

### **Discriminatory Harassment**

Harassment based on protected grounds under the **Human Rights Act, 2010**, including:

- Race, religion, gender, sexual orientation
- Age, disability, marital or family status

## **5. ROLES & RESPONSIBILITIES**

### **Employer (Town)**

- Ensure a safe, harassment-free workplace
- Establish procedures and investigate complaints
- Take corrective action where necessary

### **Supervisors / Management**

- Act immediately on complaints or observed behavior
- Maintain confidentiality
- Support fair investigations

## **Employees / Officials**

- Treat others respectfully
- Report harassment
- Co-operate in investigations

## **6. REPORTING PROCEDURE**

Any individual who experiences or witnesses harassment should:

1. Address the issue directly (if safe to do so), OR
2. Report to:
  - Immediate Supervisor
  - Town Manager or other Senior Management
  - Alternate designated official if conflict exists
3. Submit a written complaint including:
  - Description of incident(s)
  - Dates, times, witnesses

## **7. RESOLUTION PROCESS**

### **Informal Resolution (where appropriate)**

- Discussion, coaching, or mediation

### **Formal Investigation**

- Conducted impartially
- Interviews with all parties and witnesses
- Review of evidence
- Written findings issued

Principles of fairness, impartiality, and confidentiality apply.

## **8. CONFIDENTIALITY**

All complaints and investigations will be handled confidentially, except where disclosure is necessary for:

- Investigation
- Legal requirements
- Safety concerns

## **9. PROTECTION FROM RETALIATION**

Retaliation against any individual who files a complaint or participates in an investigation is strictly prohibited and subject to discipline:

## **10. CORRECTIVE ACTION**

Where harassment is substantiated, disciplinary action may include:

- Verbal or written warning
- Suspension
- Termination of employment or appointment
- Removal from Council or committees (where applicable)

## **11. RECORD KEEPING**

The Town will:

- Maintain secure records of complaints and investigations
- Track trends to improve workplace culture

## **12. MALICIOUS AND FALSE ACCUSATIONS**

It is a serious matter to deliberately make a false accusation of harassment. If a complaint is found to have been in bad faith, the complainant will be subject to disciplinary measures (for example, possible termination for employee).

## **13. REVIEW AND AMENDMENTS**

All sections of this Policy have been developed in accordance with the Towns and Local Service Districts Act. This policy will be reviewed as required following new information or knowledge.

## **14. PUBLICATION**

This policy will be published on the Town of Burin website in 2026.

**15. ENACTMENT**

This Policy supersedes all previous versions and came into effect once adopted by Motion of Council (**Motion # APR2026-057**), voted on by a majority of the Councillors in attendance at the Town Public Council Meeting on **April 22, 2026**.

IN WITNESS WHEREOF, the Seal of the Town of Burin has been here unto affixed, and this Policy has been signed by the Town Manager and the Mayor on behalf of the Council.

Town Manager: Leo Hartson

Date: April 22, 2026

Mayor: Kevin Lundigan

Date: April 22, 2026

