

POLICY STATEMENT - HARASSMENT

POLICY NO. 12/05

OBJECTIVE: TO CREATE AWARENESS AND DISCOURAGE ANY ACTS OF HARASSMENT IN THE WORKPLACE

OUTLINE

1. Harassment is any unwelcomed, unwanted or uninvited behaviour, comment or suggestion that offends, intimidates or humiliates any person in the workplace.
2. Harassment can be based on sex, disability, race, ethnic background, nationality, age, political or religious conviction, family responsibilities, sexual preference, pregnancy, marital status, union/non-union membership, irrelevant criminal record or social origin.
3. Harassment can occur if a reasonable person would anticipate that the behaviour, comment or suggestion is likely to offend, intimidate or humiliate the recipient of that action.
4. Employees are responsible to ensure that their behaviour at all times is appropriate and respects the rights of all other employees, customers and suppliers.
5. Managers are responsible to set and maintain appropriate workplace behaviour standards and to immediately attend to any complaint of harassment in a fair, sensitive and confidential manner.
6. Any acts of harassment will not be tolerated and, if proven, appropriate disciplinary action will be taken.
7. An exit interview may be granted if requested, and a Board member may be present.
8. STE will not support any employee whose behaviour results in harassment of any other employee, customer or supplier and is thereafter subject to any legal action.