

SECTION: Human Resources, Health & Safety		POLICY #: HR-004
Date Approved: June 3, 2019		Workplace Violence & Harassment Policy Statement
Revision Date: April 4, 2022	Review Date: March 10, 2022	
Authority: HR-03-22		

WORKPLACE VIOLENCE & HARASSMENT POLICY STATEMENT

The Corporation of the Town of Hanover recognizes the potential for workplace violence and harassment and is committed to building and preserving a safe working environment in which all persons are treated with respect and dignity. In pursuit of this goal, the Town of Hanover will work to prevent acts of violence and harassment, in compliance with the Occupational Health and Safety Act (OHSA).

The Town of Hanover does not condone and will not tolerate workplace violence and harassment in any municipal facility, while an employee is conducting company business at other locations, during work-related travel or when conducting business by phone or email. Further, the Town of Hanover does not condone domestic violence and will work to assist and protect any staff members who may be subject to domestic violence. As such, the Town of Hanover has adopted a workplace violence and harassment program consisting of this policy statement, HR-004(G) Respect in the Workplace, HR-004(F1) Violence & Harassment Complaint Form, and HR-004(F2) Workplace Violence & Harassment Investigation Form. All program documents will be made available to staff via managers or supervisors, Human Resources, and/or the employee Intranet.

The municipality will treat any complaint of harassment, violence, or inappropriate behaviour as a serious matter. All complaints will be handled in a fair, timely, and discreet manner in compliance with the OHSA. Any act of violence or harassment committed by or against any employee is unacceptable and will be subject to investigation, the Town of Hanover's progressive corrective measures policy and/or legal action. It is a violation of this policy for anyone to knowingly make a false complaint of violence or harassment, or to provide false information about a complaint. Such false information will be subject to progressive corrective measures and/or legal action.

The Town of Hanover will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence and harassment including effects on mental well-being. All employees are expected to comply with this policy and must make all efforts to prevent violent or harassing behavior.

Town of Hanover will ensure all employees receive workplace violence and harassment training and are informed of program and workplace procedures.

This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or harassment, or who are involved in an investigation. The Town will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence and/or harassment.

With everyone's cooperation, the Town of Hanover will continue to be a safe and healthy workplace conducive to physical and mental wellbeing.

Dated and signed this 4th day of April, 2022.



Susan Paterson, Mayor



Brian Tocheri, CAO