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**To:** Council  
**From:** Debi LucasSwitzer  
**Date of Meeting:** July 13, 2022  
**Subject:** By-law No. 2022-053 Adopt Workplace Violence and Harassment Policy

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**Recommendation:**

That By-law No. 2022-053, being a by-law to repeal By-law No. 2018-081 and to adopt an updated Workplace Violence and Harassment Policy, be read and passed in open Council, signed and sealed this 13<sup>th</sup> day of July, 2022.

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**Executive Summary:**

Council adopted a Workplace Violence and Harassment Policy in 2018. A review of existing Health & Safety policies has determined that the Workplace Violence and Harassment Prevention Policy needs to be updated. This update is to reflect current best practices, ensure training, communication, and that the evaluation of policies are completed on an annual basis to properly reflect the current best practices to be followed. The policy proposed for consideration was identified in the Pay Equity, Compensation and Service Delivery Review project reports as needing updating.

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**Background:**

Through the course of work done in 2020 related to Pay Equity, Compensation, Human Resources Policy Review and Service Delivery Review, it was identified that the Township has several outdated policies and processes related to Human Resources which includes Health and Safety. In Step 2 of the elements needed to support the Employer of Choice Status, the Township is responsible to develop policies to support the Township's Corporate Principles and Values outlined in the Township's Strategic Plan. Through our guiding principles of collaboration, consideration, progressive, welcoming, and safe and informed decision making, continual improvement of health and safety is an integral value of the Township of South Stormont.

In accordance with Section 32.0.2 (1), Section 32.0.4 and Section 32.0.6 (1) of the *Ontario Occupational Health & Safety Act*, an employer is required to develop and maintain a written program to implement the policy with respect to workplace violence, domestic violence and workplace harassment, respectively.

A copy of the Township's current Workplace Violence and Harassment Program was provided to the Health and Safety Representative for the Municipal Garage, Long Sault Arena, each Fire Station and to the Township Office's Joint Health

and Safety Committee. The new Workplace Violence and Harassment Policy and Program attached to this report reflects the comments and feedback received by the Committee and Health and Safety Representatives.

Further, to meet the training requirements of this policy, staff were provided "Respect in the Workplace Training" by John Robertson from FortLog.

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**Alignment with Community Strategic Plan:**

Goal 1: Corporate Capacity

Objective 1.3: Human Resources

The policy proposed for consideration was identified in the Pay Equity, Compensation and Service Delivery Review project reports as needing updating.

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**Risk and Asset Management Considerations:**

Lack of a Workplace Violence and Harassment Policy would not support the legislated mandate, and further would not provide direction or guidance for staff and management in the event harassment or violent situations were evident or arose.

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**Options:**

1. That Council receive and adopt the policy presented in this report. This is the recommended option.
2. That Council not receive and adopt the policy as presented in this report.
3. Other.

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**Others Consulted:**

Health and Safety Representatives, Joint Health and Safety Committee, Directors

*Prepared by:*

*Shelby Martel, HR Coordinator*