

**POLICY**

Employees have the right to have access to a place of employment that is free of any conduct that may be considered harassing, abusive, humiliating, disorderly or disruptive. Conduct, whether intentional or unintentional, that results in harassment of an employee will not be condoned and if continued may result in disciplinary action.

All employees are to conduct themselves in a manner to ensure that they comply with the provisions of the Company's policy to maintain a working environment free of harassment. **Harassment of any kind is prohibited and will not be tolerated.**

**DEFINITIONS**

SemCAMS Policy 302 – Employment, provides for all employees a working environment free of harassment based on sex, race, religious beliefs, political beliefs, colour, gender, physical disability, mental disability, marital status, sexual orientation, age, ancestry, place of origin or any basis prohibited by federal, provincial, or local laws or regulations.<sup>1</sup>

The term harassment refers to any **unwelcome or unsolicited physical, verbal or sexual conduct, either explicit or implicit**, which by its nature has the effect or is calculated to: 1) interfere with an individual's work performance or result in creating an intimidating, hostile or offensive work environment, 2) result in change in some condition or term of employment, or 3) result in an economic detriment to the employee or applicant.

**Some examples** of what may be considered harassment, depending on the facts and circumstances, include:

- **Verbal/Visual harassment**, e.g., suggestive remarks, offensive jokes, slurs, name calling, display or distribution of objectionable cartoons, pictures or pornographic materials, photographs, computer screen images, calendars or similar written or graphic items.
- **Physical harassment**, e.g., hitting, pushing, or other aggressive physical conduct/assault or threats to take such action.
- **Sexual Harassment** is usually an attempt by a person to exercise perceived power over another and may include:
  - Repeated and unwanted sexual comments, looks, suggestions, physical contact, coercion or other unwanted pressure, that an employee finds objectionable or offensive and which causes undue discomfort on the job.
  - The placing of a sexual condition on employment opportunities, such as hiring, retention in service, career advancement, training or promotion.
  - Persistent innuendoes, requests, threats or demands of a sexual nature.

Mutual interest expressed between parties does not constitute sexual harassment.

## **IMPLEMENTATION**

Managers and supervisors/team leaders and Human Resources staff at all levels are responsible for ensuring compliance with this policy, relevant laws and regulations and are accountable for ensuring that employees, contractors, vendors, customers or job applicants are neither the proponents nor the objects of harassment.

## **PROCEDURES**

If an employee reports an injury or adverse symptom resulting from workplace violence or exposure to workplace violence, the employee is advised to consult a health professional of his/her choice for treatment or referral. A referral to the Company's Health Services Provider and/or Employee Assistance Program would be strongly encouraged.

Company representatives will further conduct an immediate and appropriate investigation of complaints. Managers and supervisors/team leaders will take appropriate corrective action upon completion of the investigation and evaluations of results. Any manager or supervisor/team leader who knows of harassment or inappropriate behaviour is responsible to ensure that appropriate corrective action is taken.

Managers and supervisors/team leaders will:

- Inform all their employees of this harassment policy
- Ensure that employees who bring such matters to the attention of management, oppose harassment or participate in the investigation of a complaint do not suffer retaliation and,
- Maintain ongoing efforts to provide educational and preventive measures and alert all employees of their responsibility to support a work environment free of harassment.

An employee also has the right to contact provincial or federal Human Rights authorities to file a complaint of harassment and where circumstances so warrant, may report the matter to the police.

## **COUNSEL**

Where appropriate, managers and supervisors/team leaders are encouraged to seek counsel from the Vice President, Human Resources.

## **REFERENCES**

Policy 302 – Employment  
Human Resources Guideline 302G - Employment

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**Footnote:** Treating an employee's unmarried partner differently than an employee's married spouse is not considered discrimination on the basis of sexual orientation, except where required by applicable law.

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Effective: 2001-07