

HARASSMENT POLICY
INLAND METAL MFG. (1994) LTD.

1. Harassment means any inappropriate conduct, comment, display, action or gesture by a person towards a worker,
 - a. that either:
 - i. is based on any prohibited ground as defined in The Saskatchewan Human Rights Code, 2018 or on physical size or weight; or
 - ii. adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause the worker to be humiliated or intimidated; and
 - b. that constitutes a threat to the health or safety of the worker; or
 - c. any conduct, comment, display, action or gesture by a person towards a worker that:
 - i. is of a sexual nature; and
 - ii. the person knows or ought reasonably to know is unwelcome;

For clarity, *The Saskatchewan Human Rights Code, 2018* lists prohibited grounds of discrimination to be any discrimination made on the basis of race or perceived race, creed, religion, color, sex, sexual orientation, gender identity or expression, marital status, family status, disability, , age, nationality, ancestry or place of origin.

2. Every worker is entitled to a working environment that is free of harassment.
3. Inland Metal Mfg. (1994) Ltd. will ensure that no worker is subjected to harassment at this place of employment.
4. No worker shall cause or participate in the harassment of another worker.
5. All complaints will be taken seriously. The rights of all concerned will be respected. Workers are encouraged to use these steps to address incidents of alleged harassment internally.
6. A worker who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.

7. Where this cannot be done, or is unsuccessful, the worker should report the alleged harassment to the employer or to one of the following persons designated by the employer to receive complaints of harassment:

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8. Once a person designated by the employer to receive complaints of harassment receives a complaint, that person shall immediately bring the complaint to the attention of the employer.
9. The employer will: notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.
10. Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results of the investigation.
11. Where harassment has been substantiated, the employer will take appropriate corrective action to resolve the complaint. Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.
12. Inland Metal Mfg. will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.
13. Nothing in this policy prevents or discourages a worker from referring a harassment complaint in accordance with *The Saskatchewan Employment Act, SS 2013, c S-15.1*, as amended. A worker may also file a complaint with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code 2018*, particularly sections 15, 16, 17, 18, 19 and 29. A worker retains the right to exercise any other legal avenues available.