



# City Policy

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**Section: Human Resources**

**NO: HR – RESP - 01**

**Reference: Respect in the Workplace (Part I)**

**Date: January 26,  
2026**

**Next Review Date:  
January 2027**

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**TITLE: Workplace Harassment Policy & Program**

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## **1.0 Policy Statement**

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- 1.1 The Corporation of the City of Dryden recognizes the importance of having a harmonious workplace which preserves personal dignity and encourages mutual respect, support and understanding amongst employees.
- 1.2 All employees have the right to work in an environment that is free from discrimination, workplace harassment and/or bullying. The Corporation may be held legally liable for the acts of its employees, volunteers, municipal board members, coop placement personnel, students, consultants, contractors and members of Dryden City Council ("Council"), who engage in or condone workplace discrimination, harassment and/or bullying, either openly or through failure to act or failure to report.
- 1.3 The Corporation of the City of Dryden considers discrimination, workplace harassment and bullying as serious misconduct. As such, it is committed to creating and maintaining a work environment that is characterized by the principles of respect, tolerance and harmony; that is free of discrimination, workplace harassment and bullying, and where every person is treated with dignity and respect.
- 1.4 All City employees have a responsibility to respect the dignity, worth and human rights of their coworkers and the public they serve.
- 1.5 Managers, supervisors, and Council have additional responsibilities. They are obligated to discourage discrimination, workplace harassment and bullying in the workplace; to take reasonable steps to prevent the aforementioned incidents; and to take appropriate corrective action to deal with discrimination, workplace harassment and bullying if and when they occur.

- 1.6 The City of Dryden will not discriminate or retaliate against employees because they are, or are perceived to be, victims of discrimination, workplace harassment or bullying.
- 1.7 Noncompliance with respect to this program and policy will give rise to disciplinary action up to, and including, termination.
- 1.8 When administering this program, the City of Dryden shall do so in a fair and unbiased manner.

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## 2.0 Objectives

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- 2.1 The City of Dryden's Respect in the Workplace Program has been developed in order to:
  - (a) Demonstrate and promote commitment to human rights, diversity, tolerance and workplace harmony;
  - (b) Ensure that all policies and practices comply with the provisions of the *Ontario's Human Rights Code*, *Occupational Health and Safety Act (OHS)* and the *Canada Labour Code* and any other applicable law;
  - (c) Enhance community relations;
  - (d) Aid in the prevention of discrimination, workplace harassment and bullying in the workplace; provide an impartial and efficient complaints procedure to resolve complaints;
  - (e) Ensure that all complaints are dealt with confidentially and objectively and that the rights and dignity of all parties are respected; and,
  - (f) Provide employees and managers in all departments with fair and consistent procedures for preventing and dealing with complaints of discrimination, workplace harassment and bullying.

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## 3.0 Application

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- 3.1 This program applies to all employees of the City of Dryden, as well as to volunteers, boards, co-op placement personnel, students, agents of the Corporation, consultants, contractors and Council in their dealings with employees, volunteers, co-op placement personnel, agents, consultants and contractors.

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or other relevant legislation or Union agreement.**

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## 4.0 Scope, Definitions and Examples

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### 4.1 Human Rights Code Provisions:

Ontario's Human Rights Code prohibits discrimination in employment and harassment in the workplace by the employer, an agent of the employer or an employee because of:

- (a) Age;
- (b) Creed (religion);
- (c) Sex (including pregnancy and breastfeeding);
- (d) Sexual orientation;
- (e) Gender identity;
- (f) Gender expression;
- (g) Family status (such as being in a parent-child relationship);
- (h) Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship);
- (i) Disability (including mental, physical, developmental or learning disabilities);
- (j) Race;
- (k) Ancestry;
- (l) Place of origin;
- (m) Ethnic origin;
- (n) Citizenship;

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- (o) Colour;
  - (p) Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received);
  - (q) Association or relationship with a person identified by one of the above grounds;
  - (r) Perception that one of the above grounds applies.
- 4.2 "Workplace Harassment" as defined under the *Occupational Health and Safety Act (OHS Act)* means engaging in a course of vexatious comment or conduct against an employee in the workplace, including virtually through the use of information and communication technology, that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment as defined in section 4.5 below.
- 4.3 "Discrimination" means any form of unequal treatment based on prohibited grounds under the Ontario *Human Rights Code*, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.
- 4.4 Examples of Discrimination and Workplace Harassment include but are not limited to:
- (a) Racial or ethnic slurs;
  - (b) Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground;
  - (c) Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means;
  - (d) Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a Code-protected group;

- (e) Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed;
- (f) Unwelcome or unnecessary physical contact;
- (g) Refusal to converse or work with an employee because of their ethnic or racial origin, sexual orientation, or any ground on which discrimination or harassment is prohibited; and,
- (h) Reprisals based on political or labour group affiliations.

**NOTE:** A series of seemingly minor offences can constitute harassment even though each offence in and of itself does not seem serious. Frequency of occurrence, repeated offences or a pattern of offensive behaviours are considerations in determining whether or not a person's behaviour constitutes harassment

4.5 "Workplace Sexual Harassment" as defined as under the *Occupational Health and Safety Act (OHS Act)* as:

- (a) Engaging in a course of vexatious comment or conduct against an employee in the workplace, including virtually through the use of information and communications technology, because of sex, sexual orientation, gender identity or gender expression, where the course of conduct is known or ought reasonably to be known to be unwelcome, or
- (b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

4.6 Examples of Sexual or Gender based Harassment – this can include but is not limited to:

- (a) Unwelcome or offensive sexual remarks, slurs, taunting, jokes, invitations, innuendos, requests or suggestions;
- (b) Practical jokes of a sexual nature that causes awkwardness or embarrassment;

- (c) Inappropriate and unwelcome comments about a person's body, physical appearance or attire;
- (d) Unwelcome comments about a person's sex life;
- (e) Unwelcome sexual advances, propositions or attention including demands for dates or sexual favours;
- (f) Obscene language;
- (g) Unnecessary or unwelcome physical contact such as touching, patting, pinching or fondling;
- (h) Written or verbal abuse or threats;
- (i) Sexual/physical assault, abuse or molestation;
- (j) Gender-related comments about a person's physical characteristics or mannerisms;
- (k) Paternalism based on gender which a person feels undermines his or her self-respect or position of responsibility;
- (l) Suggestive or offensive remarks or innuendoes about members of a specific gender;
- (m) Gender-related verbal abuse, threats or taunting;
- (n) Bragging about sexual prowess or questions or discussions about sexual activities;
- (o) Displays of pornographic or sexist pictures, graffiti or other material;
- (p) Leering, sexually aggressive, offensive or insulting gestures; and,
- (q) Attainment and distribution of improper information from the Internet or via email.

4.7 "Bullying" is defined as typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause, or ought reasonably to be known to cause fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

4.8 Examples can include but are not limited to:

- (a) Criticism that is persistent and non-constructive; false allegations of incompetence are made;
- (b) Withholding necessary information or purposely giving the wrong information;
- (c) Impossible work targets are set with inadequate or no negotiation;
- (d) Disparaging comments are being made about you behind your back; and,
- (e) Belittling a person's opinion(s).

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## 5.0 Workplace Defined

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5.1 The workplace includes all locations where business or social activities of the Corporation are conducted. This includes physical locations on or off City property, as well as web-based locations such as social media platforms or webpages. Workplace discrimination, harassment and/or bullying may also include incidents that happen away from work (i.e. unwelcome phone calls or visits to a person's home if both the harasser and the victim of the harassment are employees of the Corporation and the incident poisons the workplace).

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## 6.0 Computer and Voice Mail Systems

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6.1 Employees shall not use the computer system or voice mail system to create, download, send or forward any information which would be considered inappropriate and unacceptable by the City under this program. Should an employee receive any such material via computer or voice mail systems, they must immediately notify their supervisor, or alternate about the email/voicemail.

6.2 Further information with respect to inappropriate use can be located under the following City Policies:

- (a) MU-IN-01- Acceptable Use of Electronic Communications;
- (b) MU-IN-02 - Email; and,
- (c) HR-CO-01- Code of Conduct.

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## 7.0 Responsibilities of Employees

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- 7.1 All employees must comply with this Program and should discourage and report, either informally or formally any instances of discrimination, workplace harassment or bullying that they have either witnessed or been the subject of.
- 7.2 Employees are encouraged to report any incidents of discrimination, workplace harassment and/or bullying to the appropriate personnel. The complaint can be initiated verbally but must be documented in writing.
- (a) Appropriate personnel include any supervisor or manager, the Director of Human Resources, and the Chief Administration Officer (CAO).
- 7.3 Once informal action or a formal complaint has been initiated, any employee involved must ensure that the matter remains confidential. Employees must not disclose any information relating to an information action, a formal complaint, its investigation and/or resolution to anyone who is not aware of the action or complaint.

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## **8.0 Responsibilities of Supervisory Personnel**

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- 8.1 Supervisory personnel shall include all Managers and Supervisors. They are responsible for and must do the following:
- (a) Take all reasonable measures to prevent discrimination, workplace harassment and bullying from happening and to provide a workplace that is free from discrimination, workplace harassment and bullying;
- (b) Set a good example. They must ensure that their own acts respect the rights and dignity of their subordinates and co-workers and cannot be misconstrued as discrimination, workplace harassment and bullying;
- (c) Let their staff know that they take the issues of workplace human rights seriously by supporting this program and not participating in or ignoring discrimination, workplace harassment and/or bullying;
- (d) Ensure that employees in their department, division or sector are aware of and familiar with this program; and,
- (e) Act immediately on observations or allegations of discrimination or workplace harassment and bullying. They must be alert to the possible instances of workplace discrimination, harassment and/or bullying by

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observing subordinates' interaction and immediately address instances of potential discrimination or harassment/bullying.

- 8.2 When dealing with a complaint, the Department Manager shall ensure that the complaint procedure is followed; that the complaint is dealt with promptly and fairly; that confidentiality is protected (as much as is possibly reasonable); that the rights, dignity and privacy of all parties are respected and shall keep a confidential record of all discussions.

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## 9.0 Avenues of Complaint

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- 9.1 Depending on the circumstances, an employee may choose any of the following avenues of complaint:

(a) Informal Action:

The employee may wish to attempt to resolve the problem themselves without filing a formal complaint.

(b) Formal Complaint:

If an informal attempt at resolving the problem is inappropriate, ineffective or not chosen, a formal complaint and investigation may be warranted.

- 9.2 Depending on the circumstances, an employee may choose any of the following avenues of complaint:

(a) Formal Complaint to the City:

An employee who believes that their rights under this Policy have been breached, can file a complaint with their Supervisor, Manager, or the Director of Human Resources.

(b) Grievance Procedure:

A bargaining unit employee who believes that their rights under a collective agreement have been violated, may choose to file a grievance in accordance with the grievance procedure.

- (c) Formal Complaint to the Human Rights Tribunal of Ontario or any other applicable human rights commission.:

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Human Rights Tribunal of Ontario: 1-866-598-0322

(d) Other Avenues:

Nothing in this program should be interpreted as denying or limiting access to other avenues of redress available under the law. However, the Corporation may suspend, postpone or cancel any investigation into a complaint under this program if it is believed that the investigation would duplicate or prejudice such a proceeding.

- 9.3 Where appropriate, and with the agreement of the complainant, the organization may explore informal resolution options such as mediation or a facilitated discussion. All complaints of workplace harassment will be taken seriously and assessed to determine whether a formal investigation is required under the *Occupational Health and Safety Act (OHSA)*.

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## **10.0 Representation**

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- 10.1 If employees are members of a bargaining unit, the Complainant and Respondent are entitled to union representation throughout the informal action, as well as the formal complaint process if they choose.
- 10.2 If the Complainant or Respondent is a non-union employee, they may also have a representative accompany them throughout this process and shall be advised of such entitlement.
- 10.3 The representatives must ensure that the matter remains confidential and not disclose any information regarding either the informal action, formal complaint, its investigation and/or resolution to anyone outside of the investigation.

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## **11.0 Confidentiality**

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- 11.1 All persons involved with a complaint must ensure that the matter remains confidential. These persons include, but are not limited to witnesses, representatives, managers/supervisors, the Director of Human Resources and the Investigators. An employee who discloses confidential information except as allowed under this program may be subject to discipline.
- 11.2 A complaint shall be investigated and dealt with in a discreet and confidential manner, to minimize embarrassment to either party. All investigations, interviews

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and deliberations shall be conducted in strict confidence to the extent possible. The Corporation will endeavor to keep all complaints, notes of interviews or meetings, investigation reports, records of disciplinary action and other related records in strict confidence. The documents will be stored with the Human Resources Department. Information about a complaint, its investigation and/or resolution shall be released only on a need-to-know basis, as determined by the Human Resources Department.

- (a) All information about an incident or complaint will be kept confidential unless disclosure is necessary for investigating, taking corrective actions or is otherwise required by law.
- (b) Any violent acts, threats, or behaviours such as stalking, directed towards any person or child, must be reported to the police. This includes any threat of self-harm.
- (c) Only the key findings of investigation reports shall be presented to complainants and respondents in writing in a summary format and the full investigation report will remain strictly confidential in order to protect the confidentiality of third party witnesses.
- (d) The Corporation cannot guarantee confidentiality if the complainant chooses to initiate proceedings or make comments outside the Corporation's internal compliant process. Information collected and retained is subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

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## **12.0 Recommended Informal Action**

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12.1 Where practicable, an employee may decide to deal with discrimination, workplace harassment or bullying themselves. The following suggestions are intended for employees who have been harassed or bullied or who have witnessed harassment and bullying and wish to attempt to resolve the problem themselves.

These suggestions are not preconditions for filing a formal complaint.

- (a) Tell the harasser to stop:

If possible, the person should be told that the behaviour is offensive and contrary to the Corporations' Respect in the Workplace Program.

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(b) Keep a record:

The employee should make notes about the incident, with as much written information as possible including the name(s) of the person(s) you believe is harassing, bullying or discriminating against you, the location the incident(s) happened, date and time of incident(s) and the names of any possible witnesses. Clearly stating the objection in a letter or memo to the alleged harasser can be a good record of events.

(c) Tell the supervisor or designate:

In some situations, objecting may be difficult, or objections may be ignored. An employee should then bring any concerns to their immediate supervisor or the alleged harasser's supervisor. The incident and its effects should be explained to the supervisor. A plan of action should be agreed upon and a follow-up meeting scheduled.

(d) Seek advice:

The staff of the Human Resources Department are available for confidential advice and assistance in resolving discrimination, workplace harassment and/or bullying.

(e) Victim support:

Through the Employee Assistance Program, personal supportive counseling is available for employees experiencing harassment and/or bullying in the workplace.

12.2 The following is a list of recommended measures and informal actions that managers and supervisors may take which can often prevent or resolve problematic situations without a formal complaint and investigation:

- (a) Reacquaint employees with respect to proper workplace behaviour;
- (b) Approach the employee if something is suspected;
- (c) Seek advice;
- (d) Discuss the situation with the alleged harasser; and,
- (e) Keep a record.

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## 13.0 Formal Complaint Process

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### 13.1 Right to complain:

- (a) An employee has the right to complain about a situation that they believe is workplace harassment, bullying, discrimination or workplace sexual harassment under this program.
- (b) A complaint may be filed by the actual alleged victim of alleged workplace harassment, bullying, discrimination or workplace sexual harassment; by a group of employees whom may have been subjected to the same alleged offensive treatment; by a co-worker who witnesses the incidents(s); or by a third party complaining on behalf of the victim(s).
- (c) This program strictly prohibits reprisal against an employee because they have complained under the program or has provided information regarding a complaint. A reprisal is subject to the same complaints' procedures and penalties as a complaint of workplace harassment/bullying.
- (d) However, if after investigating any complaints of workplace harassment, bullying, discrimination or workplace sexual harassment it is learned that an employee intentionally made a false or malicious complaint or provided false information regarding the complaint, disciplinary action up to and including termination may be taken against that employee.

### 13.2 Reporting a complaint:

- (a) A complaint should be reported as soon as possible after the action or behaviour being complained about occurred. There is no time limit on when a complaint must be submitted but promptness in reporting a complaint protects the rights of both the person making the complaint (complainant) and the person complained against (respondent).
- (b) When bringing a formal complaint forward, as much written information as possible will need to be submitted, including the name(s) of the person(s) you believe is harassing, bullying or discriminating against you, the location the incident(s) happened, date and time of incident(s) and the names of any possible witnesses.

- (c) The complaint should signed and dated by the complainant and include the remedy sought if they choose to include.
- (d) A complaint under this program may be submitted to a Supervisor, Manager, or the Director of Human Resources and the Integrity Commissioner if applicable. If the complaint is submitted to a Supervisor, Manager or the Integrity Commissioner, it should be referred directly to the Director of Human Resources within two (2) working days of receipt.
- (e) Although an employee may file a formal complaint, where appropriate, and with the agreement of the complainant, the organization may explore informal resolution options such as mediation or a facilitated discussion. All complaints of discrimination, workplace harassment and/or bullying will be taken seriously and assessed to determine whether a formal investigation is required under the *Occupational Health and Safety Act (OHSA)*. Once the complaint has been assessed and determined that the complaint will be dealt with formally the Director of Human Resources will proceed with an investigation. The Corporation will determine whether an external investigator is required but will ensure that an investigation is conducted in a manner appropriate to the circumstances. If the complaint involves a Member of Council the employee will be directed to submit a complaint to the Integrity Commissioner if they have not already done so, who has jurisdiction over the conduct of council members under the *Municipal Act, 2001*. The Integrity Commissioner has the authority to conduct an independent investigation in accordance with the Council Code of Conduct (MU-CO-11) policy or they may choose to consider the findings of a workplace harassment investigation conducted by the Employer.
- (f) With the exception of a complaint made under section 14.2, the Director of Human Resources will inform the CAO of the fact that a formal complaint has been made and that an investigation will be conducted.

#### 13.4 Investigation:

- (a) Upon receipt of a complaint, any written documentation will be reviewed, and an initial interview may be scheduled with the individual who made the report, the complainant, to clarify the scope of the allegations.
- (b) If there is uncertainty as to whether the complaint raises an alleged breach of this Policy, a formal preliminary assessment will be conducted to determine whether the allegations, if accepted as true, could establish a violation of this Policy. If this threshold test is not met, no further steps

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will be taken to investigate the complaint. A summary report will be prepared outlining the scope of the allegations and the reasons for determining that the threshold to move forward with a full investigation was not met. The report will be based solely on the information gathered from the complainant and will not include input from the respondent or other witnesses. The complainant will be notified in writing of the outcome of the assessment

- (c) If it is determined that the allegations, if accepted as true, could constitute a violation of this Policy, an investigation shall be initiated as soon as reasonably practicable. The complainant shall be provided with written notification confirming the Corporation's receipt of their complaint and the commencement of an investigation into their allegations.
- (d) The person assigned shall initiate the investigation by meeting with the complainant. The complainant has the right to be accompanied by another person of their choice in any meeting with an investigator(s). The investigator(s) shall confirm receipt of the complaint, clarify details, and apprise the complainant of the steps that will be taken.
- (e) To the extent possible, the investigator(s) shall ensure that the complaint is investigated promptly and fairly, in a discreet and confidential manner so as to minimize embarrassment to all parties, in accordance with the principles of natural justice (i.e. respondent has the opportunity to respond to the complaint).
- (f) The investigation must be completed in a timely manner and generally within 90 days or less of the initial report, unless there are extenuating circumstances warranting a longer investigation.
- (g) The investigator(s) has the authority, subject to applicable laws, to speak to anyone, examine any documents and enter any work locations that are relevant to the complaint.
- (h) A person named in a complaint has the right to reply to the allegation and the right to be accompanied by a person of their choice in any meeting with an investigator(s). The respondent(s) should be provided a written summary of the allegation(s) prior to the investigator(s) meeting with them.
- (i) Persons not named in the complaint who may have some personal knowledge about the incident may also be interviewed as witnesses.

- (j) After interviewing the relevant parties and documents, investigator(s) must prepare a written report summarizing the investigation mandate, the steps taken during the investigation process, the complainant's allegations, the respondent's response to those allegations, the evidence of any witnesses, an analysis of the information, and the investigator(s)'s findings. The report must set out findings of fact and come to a conclusion about whether the allegations are substantiated or not.
- (k) Depending upon the circumstances, the Supervisor or Manager in consultation with the Director of Human Resources, may determine that it is appropriate to physically and/or operationally separate the employee and the alleged harasser until the investigation has been completed.

### 13.5 Settlement/Remedy:

- (a) Depending on the circumstances, it is often possible to resolve a complaint after only a simple investigation and without the laying of blame. For example, a complaint regarding the circulation of offensive cartoons may be resolved simply by circulating a memo prohibiting the practice.
- (b) In determining an appropriate settlement, the investigator(s) and/or Manager, in consultation with the Director of Human Resources, should endeavour as much as possible to reach a settlement that is satisfactory to both the complainant and the respondent. For complaints involving a member of Council the decision on a penalty will be determined by the remainder of Council.

### 13.6 Findings and Recommendations:

- (a) Once the investigation is complete, if not investigated by the Director of Human Resources, the investigator(s) will submit a full confidential written report to the Director of Human Resources and the CAO. The investigator(s) will endeavour to submit the written report within ninety (90) days from the receipt of the complaint. The full report will detail the investigator's process, evidence, findings, analysis and conclusions.
- (b) The Director of Human Resources will inform the applicable Supervisor(s)/Manager(s), of the content of the report and the investigator(s)'s findings, conclusions, and any recommendations made by the Director of Human Resources as a result of those findings and conclusions.

- (c) The complainant(s) and respondent(s) will be provided with a summary of the investigator(s)'s findings and any corrective action that has been taken or will be taken as a result of the investigation in writing. The parties are not entitled to a copy of the full investigation report.

#### 13.7 Discipline and Counselling:

- (a) Depending on the circumstances, if an employee is found to have engaged in discrimination, workplace harassment, bullying or sexual harassment under this program, such conduct will be considered a form of employee misconduct. As in any case of misconduct, corrective action may include counseling and/or disciplinary action, and if required, shall be subject to the process outlined in the City's Discipline policy HR-DI-01.
- (b) The appropriate counselling or disciplinary action imposed, if any, shall be determined by mutual agreement of the Director of Human Resources and the affected Department Manager/Director or CAO or Council (for complaints involving the CAO, based on the circumstances of the case). For complaints involving a Member of Council the decision on a penalty will be determined by the remainder of the Council.

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### **14.0 Complaints**

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All complaints involving a:

#### 14.1 Supervisor or Manager:

- (a) Shall be submitted to the Director of Human Resources;
- (b) The Director of Human Resources may investigate personally, and/or may assign the complaint to an external investigator(s);
- (c) The investigation will be conducted in accordance with the provisions of this program;
- (d) The CAO and the Director of Human Resources will review the report and any recommendations made by the Director of Human Resources before making a final decision;
- (e) The results of the investigation and any corrective actions will be provided to the employee who alleged workplace harassment and to the

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alleged harasser (if the alleged harasser is a worker of the same employer);

14.2 CAO:

- (a) Shall be submitted to the Director of Human Resources and the Director of Human Resources shall advise the Mayor;
- (b) The Director of Human Resources shall engage an external investigator; and
- (c) The process shall be in accordance with the provisions of this program;
- (d) The Director of Human Resources and the Mayor will review the report and any recommendations made by the Director of Human Resources before making a final decision;
- (e) The results of the investigation and any corrective actions will be provided to the employee who alleged workplace harassment and to the alleged harasser (if the alleged harasser is a worker of the same employer).

14.3 Mayor or Member of Council:

- (a) Shall be submitted to the CAO in consultation with the Director of Human Resources;
- (b) The CAO shall advise the Mayor (or Council);
- (c) The CAO shall promptly speak to the Mayor or the member of Council involved and attempt to resolve the matter;
- (d) If the matter cannot be resolved, the Mayor or Council shall be advised, and the employee will be directed to submit a formal complaint to the Integrity Commissioner if they have not already done so, who has jurisdiction over the conduct of council members under the *Municipal Act, 2001*. The Integrity Commissioner has the authority to conduct an independent investigation in accordance with the Council Code of Conduct (MU-CO-11) policy, or they may choose to consider the findings of a workplace harassment investigation conducted by the Corporation.
- (e) The process shall be in accordance with the provisions of this program;
- (f) The results of this investigation conducted by the Corporation under this policy will be presented to the Mayor and Council (excluding the member

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of council who is subject to the complaint) during a closed council meeting. Any recommended corrective actions resulting from the findings in the report will be subject to Council approval. Council reserves the right to approve, amend or reject any of the proposed actions. The Integrity Commissioner’s findings, reporting and any applicable penalties will be administered in accordance with the City’s Council Code of Conduct policy (MU-CO-11).

- (g) The results of the investigation and any corrective actions determined by the remainder of Council will be provided to the employee who alleged workplace harassment and to the alleged harasser (if the alleged harasser is a worker of the same employer).

**15.0 Education and Training**

- 15.1 All new employees shall be made aware of this policy through the employee orientation process.
- 15.2 Managers shall ensure that a copy of this policy is readily accessible in the workplace and shall ensure that all employees under their direction are aware of and comply with this program. All Supervisory Personnel shall act as good role models.
- 15.3 The City of Dryden through the Human Resources Department will provide the appropriate, necessary and on-going training in relation to this policy.
- 15.4 This policy will be reviewed annually or sooner as required, in consultation with the Joint Health and Safety Committees or health and safety representatives.

<b>History</b>			
<b>Approval Date:</b>	April 19, 2010	<b>Approved by:</b>	By-law 3768-2010
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<b>Amendment Date:</b>	January 26, 2026	<b>Approved by:</b>	By-Law 2026-4

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