

**Section: PS 807**

**Anti-Harassment  
(Resolution of Harassment)**

**Date issued:** 2000 11 08

**Revision date:** 2009 02 27  
(policy was updated on April 6, 2016)<sup>1, 2</sup>

**Preamble**

As an employer, the Government of Saskatchewan (GoS) values the dignity of all employees and is committed to creating and maintaining a respectful work environment.

Every employee is entitled to employment free from harassment. All managers, supervisors and employees are expected to treat each other respectfully.

**Application**

This policy applies to all workplaces of the Executive government and to:

- all employees appointed under *The Public Service Act, 1998*;
- individuals on work-experience placements;
- volunteers working on behalf of Executive government; and
- fee-for-service individuals and contractors providing services to the GoS.

This policy does not apply to individuals working outside Executive government. Employees of Executive government who feel they have been harassed by someone to whom this policy does not apply should discuss the matter with their supervisor and/or Human Resources (HR), who will take immediate steps to address the issues.

**Policy**

The government has zero tolerance towards harassment in the workplace. Harassment will not be tolerated.

No reported incident will go unaddressed. Allegations of harassment will be taken seriously and, if substantiated, addressed through corrective measures, which may include disciplinary action.

**Key Principles**

1. Permanent heads are ultimately responsible for fostering a work environment free of harassment.
2. Employees are responsible for creating and maintaining a



**Section: PS 807**

respectful workplace and being aware of the process for addressing concerns regarding harassment.

3. Early problem-solving mechanisms, such as mediation, are preferred processes to resolve problems at the outset (where appropriate). These restorative processes focus on conflict resolution rather than blame or punishment.
4. The best resolutions are those developed with direct participation of the Complainant(s) and Respondent(s).
5. The complaint process, including the investigation, if necessary, should be completed without undue delay.
6. Corrective action must be timely.
7. Interference with the resolution of a complaint by threats, intimidation or retaliation; breaches of confidentiality; or complaints filed in bad faith will not be tolerated.
8. Disciplinary action will follow the PS-803 Corrective Discipline Policy.

**Definitions**

*Alternate Dispute Resolution (ADR)*

Alternative Dispute Resolution (ADR) is a collaborative, consensual approach to resolving disputes. ADR encompasses processes that usually involve a neutral third party who assists the parties in resolving disputes. Examples of ADR processes include facilitated problem-solving and mediation.

*Complainant*

The person who makes a complaint of harassment or brings an incident of harassment to the attention of the employer.

*Discrimination*

*The Saskatchewan Human Rights Code* prohibits discrimination in employment on the basis of race, creed, religion, colour, sex, sexual orientation, family status, marital status, disability, age, nationality, ancestry, place of origin, or receipt of public assistance.

Discrimination includes, but is not limited to, unequal treatment based on one or more of the prohibited grounds under *The Saskatchewan Human Rights Code*.



Section: PS 807

Discrimination can be intentional or unintentional, direct or indirect. Harassment is a form of discrimination.

*Facilitated Problem-Solving*

A creative process led by a third party that includes the Complainant(s) and Respondent(s) and may include a manager, Public Service Commission (PSC) Human Resource Service Teams, work group and/or the union (if applicable). The goal is to identify an acceptable resolution to the issue.

*Harassment*

This policy utilizes the definition of harassment as set out in *The Saskatchewan Employment Act*.

3-1 (1) (I) "**harassment**" means any inappropriate conduct, comment, display, action or gesture by a person:

(i) that either:

(A) is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or

(B) subject to subsections (4) and (5), adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and

(ii) that constitutes a threat to the health or safety of the worker;

3-1 (4) To constitute harassment for the purposes of paragraph (1)(I)(i)(B), either of the following must be established:

(a) repeated conduct, comments, displays, actions or gestures;

(b) a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the worker.

3-1 (5) For the purposes of paragraph (1)(I)(i)(B), harassment does not include any reasonable action that is taken by an employer, or a manager or supervisor employed or engaged by an employer, relating to the management and direction of the employer's workers or the place of employment.



**Section: PS 807**

*Note:* Harassment includes any inappropriate conduct, comment, display, action or gesture by a person that is based on any the grounds identified in the Saskatchewan Government and General Employees Union (SGEU) or Canadian Union of Public Employees (CUPE) collective bargaining agreements.

*Harassment Prevention Coordinator (HPC)*

Individual designated by the permanent head to fulfill the role as identified in this policy.

*Investigation*

A fair and impartial fact-finding process to assess whether the allegation(s) is founded, unfounded or made in bad faith.

*Mediation*

A facilitated and voluntary process led by a trained mediator involving the Complainant(s) and Respondent(s) to help them attempt to resolve the matter.

The outcome of this process is a mutual understanding and a written, signed and recorded agreement to restorative action between those involved.

For purposes of this policy, permanent head means “permanent head or designate”.

*Permanent head Advisory Panel*

A panel of peers with whom a permanent head may consult prior to making a decision. At a minimum, the panel includes the Chair of the PSC and the Deputy Minister of Justice.

*Respondent*

The employee(s) against whom a complaint has been lodged.

*Supervisor*

For purposes of this policy, supervisor means “supervisor, manager or a person of higher authority within the Ministry”.

*Workplace*

For the purposes of this policy, the workplace includes, but is not limited to, the physical work site, washrooms, cafeterias, training sessions, business travel, field locations, conferences, work-related social gatherings or any other place where the employee is required to be in service to the employer.



**Section: PS 807**

**Roles and Responsibilities**

Maintaining a harassment-free work environment is everyone's responsibility.

*Complainant*

is responsible for:

- reviewing the policy;
- documenting incident(s) of harassment;
- making their concerns known to the Respondent(s) or other appropriate person(s) (e.g., supervisor, Ministry Human Resource Service Team and/or, if appropriate, shop steward) to review options for resolution; and
- participating in the process to resolve the situation constructively.

For additional information, see *Where to go for Information or Help* section in this policy.

*Employees (in-scope and out-of-scope)*

shall not cause nor participate in harassment. They are responsible for:

- refraining from discriminatory or harassing behaviour;
- creating and supporting a work environment free of harassment by complying with this policy and ensuring their behaviour meets acceptable standards; and
- bringing any incident(s) of harassment or potential harassment they observe to the attention of a supervisor, the HPC or -Ministry Human Resource Service Team.

Employees are obligated to report incident(s) that involve a threat to cause bodily harm, assault or sexual assault.

*Employer*

is responsible for:

- ensuring employees are not exposed to harassment arising out of their employment; and
- implementing this policy and its related processes and procedures.

At any time during the process of handling a complaint where behaviour of a criminal nature has occurred, or is thought to have occurred, the employee subjected to this behaviour must be informed that he/she has the opportunity to advance the complaint to the police for investigation. In cases where the employee has been afforded the opportunity to advance a criminal complaint but chooses not to do so, that choice should be respected except where there is an overriding concern.



**Section: PS 807**

*Harassment Prevention  
Coordinators (HPC)*

are responsible for:

- gaining a depth of expertise on the Anti-Harassment Policy and related processes to fulfill this leadership role;
- receiving written complaints for processing under this policy;
- ensuring issues and complaints of harassment are appropriately addressed and documented;
- ensuring appropriate follow-up and resolution takes place;
- coordinating educational and awareness activities in their Ministry; and
- reviewing and addressing concerns about how complaints were handled.

*Managers and  
supervisors*

are responsible for:

- familiarizing themselves with the policy and all templates and tools for policy administration;
- ensuring a harassment-free work environment and adherence to the policy;
- stopping any harassment of which they are aware;
- taking appropriate preventive or corrective action;
- ensuring all employees' rights are respected;
- supporting employees in the conflict resolution process; and
- where appropriate, reporting incident(s) of harassment, witnessed and reported by others, to the HPC.

It is misconduct, subject to disciplinary action, for managers and supervisors who are aware of workplace harassment not to take immediate corrective action.

*Permanent heads*

have the ultimate responsibility for applying this policy within their Ministry. They are specifically responsible for:

- fostering a work environment free of harassment;
- holding managers and supervisors accountable for carrying out their responsibilities related to ensuring a harassment-free work environment and adherence to the policy;
- communicating this policy to all employees;
- the designation of the Ministry's HPC;
- deciding if the Complainant(s) and Respondent(s) need to be separated pending the completion of the complaint process;
- determining if the complaint is founded, unfounded or made in bad faith; and



**Section: PS 807**

- making decisions for follow-up action to complete the complaint process, which may include discipline, up to and including dismissal.

*Ministry Human  
Resource Service Team*

is responsible for:

- gaining a depth of expertise on the Anti-Harassment Policy and related processes;
- assisting managers/supervisors in determining the appropriate action to address workplace harassment;
- assisting employees when approached about matters involving harassment;
- assisting HPCs in their roles and responsibilities; and
- providing advice and assistance to the Permanent head throughout the process.

*PSC Labour Relations*

is responsible for:

- interpreting the Anti-Harassment Policy;
- screening, monitoring and tracking harassment complaints; and
- coordinating external investigators.

*Respondent*

Respondent(s) must be notified in the event a complaint is made against them. Respondent(s) should review the policy and may work with their supervisor, HR and/or if appropriate, shop steward, to review options for resolution.

Respondents are encouraged to participate in the process in order to resolve the conflict constructively.

For additional information, see *Where to go for Information or Help* section in this policy.

**Other**

*Bad Faith Complaints*

Complaints should be undertaken with great care because they may result in pain and damage to the Respondent's reputation and disruptions in the workplace. Complaints made frivolously, maliciously, or without factual basis may constitute defamation, may be actionable by the Respondent, and may result in disciplinary action, up to and including dismissal.

*Complaint Process*

Please refer to the flowchart (Appendix A-1) and flowchart explanation (Appendix A-2) for an explanation of how complaints of harassment



**Section: PS 807**

may be brought to the attention of the employer and processed.

*Complaint Withdrawal*

A Complainant may withdraw a complaint at any time. The employer may still be required to address the concerns raised in cases where:

- there exists a real or perceived threat to the health or safety of other employees;
- there is evidence that the Complainant(s) may have been threatened or may fear retaliation;
- failure to resolve the matter might endanger an employee;
- the complaint alleges serious abuse of power; or
- failure to follow through on a complaint would seriously damage the reputation of the public service.

*Confidentiality*

The employer will not disclose the name of a Complainant or Respondent or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of restorative or investigative processes, or as required by law.

No one involved will discuss or share the information outside the restorative or investigative processes. Information is shared on a “need to know” basis and must not be shared further. Failure to preserve the confidentiality of information acquired during the process may result in disciplinary action, up to and including dismissal.

*Employee and Family Assistance Program (EFAP)*

Employees who require assistance such as counselling are encouraged to contact the EFAP.

*Employee’s Rights*

Nothing in this policy precludes the employee’s ability to access their rights or provisions through the Collective Bargaining Agreement, *The Saskatchewan Human Rights Code*, *The Saskatchewan Employment Act*, *The Workers’ Compensation Act, 2013*, workplace violence policies, or any other legal avenues available.

Typically, harassment cases do not involve conduct of a criminal nature. However, in exceptional cases, the actions may amount to criminal behaviour.

*Employer’s Right to Manage*

This policy will not, under any circumstances, be used to impede, limit or constrain the employer’s right to manage. For example, work assignments, operational reviews, performance reviews, coaching,





**Section: PS 807**

work evaluation and disciplinary measures taken by a manager or supervisor, in good faith for valid reasons, do not constitute harassment.

Supervisory and management actions must remain respectful of the individual.

*Evidence and Documents Relating to the Investigation*

Due to the possibility of subsequent action, e.g., legal proceedings, arbitration, judicial review, review by the Saskatchewan Human Rights Commission or Occupational Health and Safety, Ministry of Labour Relations and Workplace Safety, materials related to the investigation will be retained in accordance with archival requirements set out in the Financial Administration Manual (FAM).

Retention of the investigator's materials related to the investigation will be outlined in each investigator's contract for services.

Upon completion of the process, the Ministry will return all investigative materials to Labour Relations, PSC.

*Representation and Support*

Employees in a bargaining unit have a right to union representation during any of the processes outlined in this policy. Individuals outside the bargaining units may be accompanied by a person of their choice, such as HR or a co-worker.

Where an out-of-scope Respondent seeks legal counsel and ultimately there is no finding of harassment, the Permanent head may authorize reimbursement of reasonable legal fees.

*Retaliation*

Retaliation is strictly prohibited against anyone who has reported harassment or participated in the complaint process. Any signs of retaliation should be reported immediately to a supervisor, HR, Labour Relations PSC or the union (if applicable). Retaliation will result in disciplinary action, up to and including dismissal.

*Social Interaction*

This policy is not intended to inhibit normal social interaction in the work environment.



**Section: PS 807**

**Where to Go for Information or Help**

Employees may access any of these avenues at any stage of the process:

- Supervisor;
- Ministry Human Resource Service Team;
- Ministry Harassment Prevention Coordinator (HPC);
- Occupational Health and Safety, Ministry of Labour Relations and Workplace Safety, (1-800-567-7233);
  
- Local union official (no union official will be involved when the Complainant and Respondent are both out-of-scope);
- SGEU (if applicable):
  - Regina 1-800-667-5221
  - Saskatoon 1-800-667-9791
  - Prince Albert 1-800-667-9355
- CUPE 600-3 and CUPE 600-5 (if applicable):
  - Regina (306) 525-5874
- Saskatchewan Human Rights Commission (1-800-667-8577);
- EFAP (306-787-7567); or
- Police (if an assault or other crime is alleged to have occurred).

**Authority**

*The Saskatchewan Employment Act*  
*The Public Service Act, 1998*  
*The Saskatchewan Human Rights Code*  
*The Occupational Health and Safety Regulations, 1996*

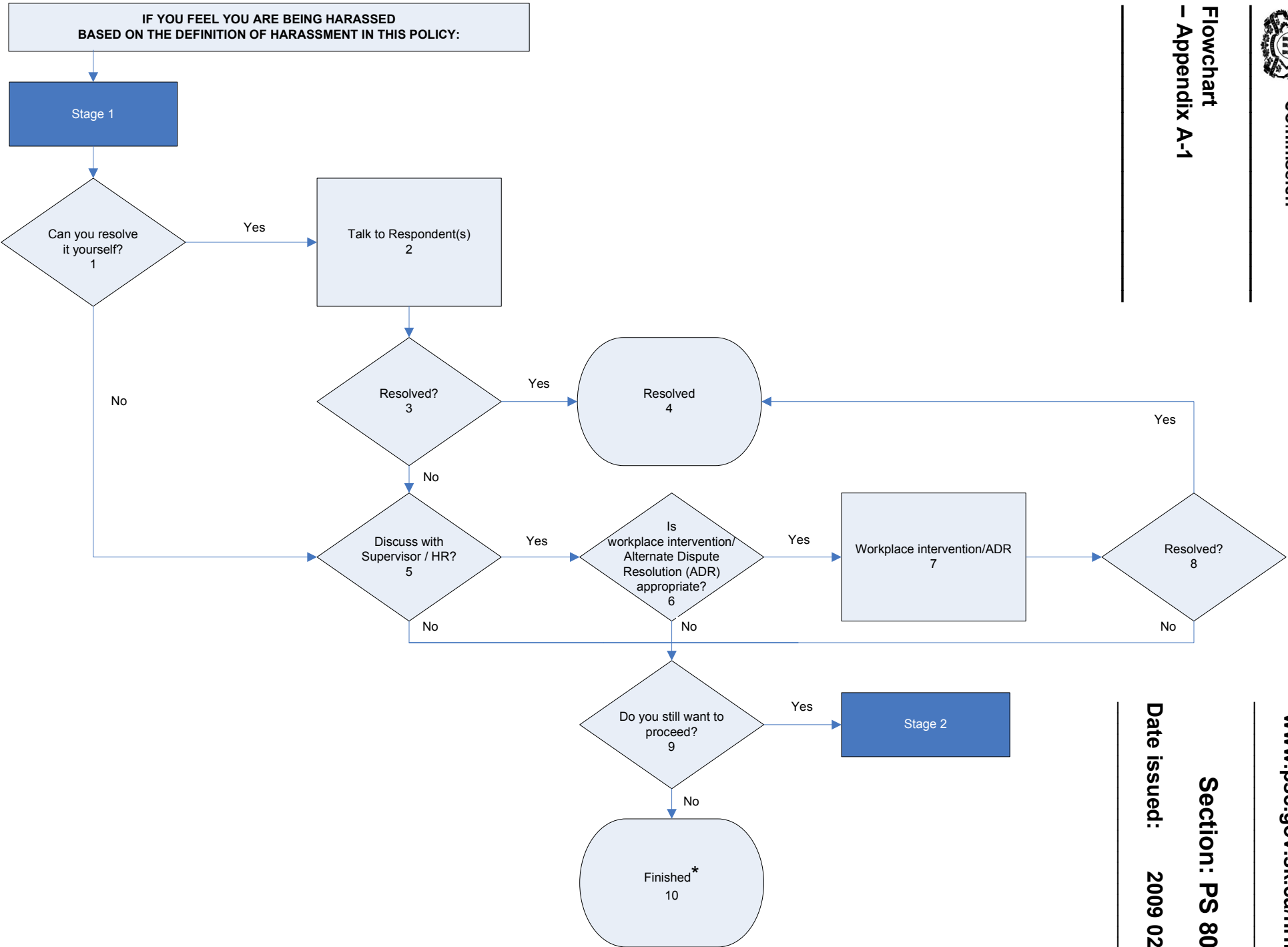
**Appendices**

Appendix A-1: Flowchart  
Appendix A-2: Flowchart Explanation  
Appendix B: Examples of Harassment  
Appendix C: Harassment Complaint Form

---

<sup>1</sup> Legislative references were updated due to proclamation of *The Saskatchewan Employment Act*

<sup>2</sup> Housekeeping updates were made to ensure relevancy and consistency of the policy

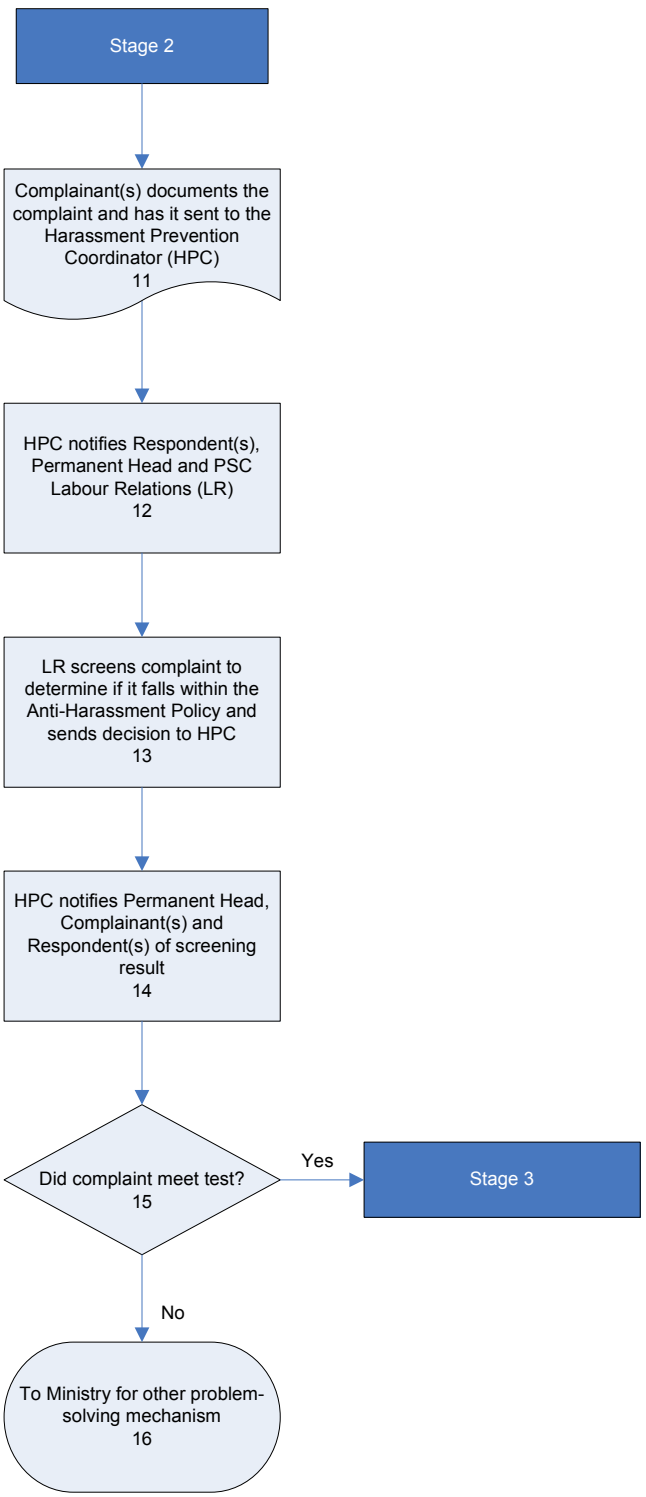


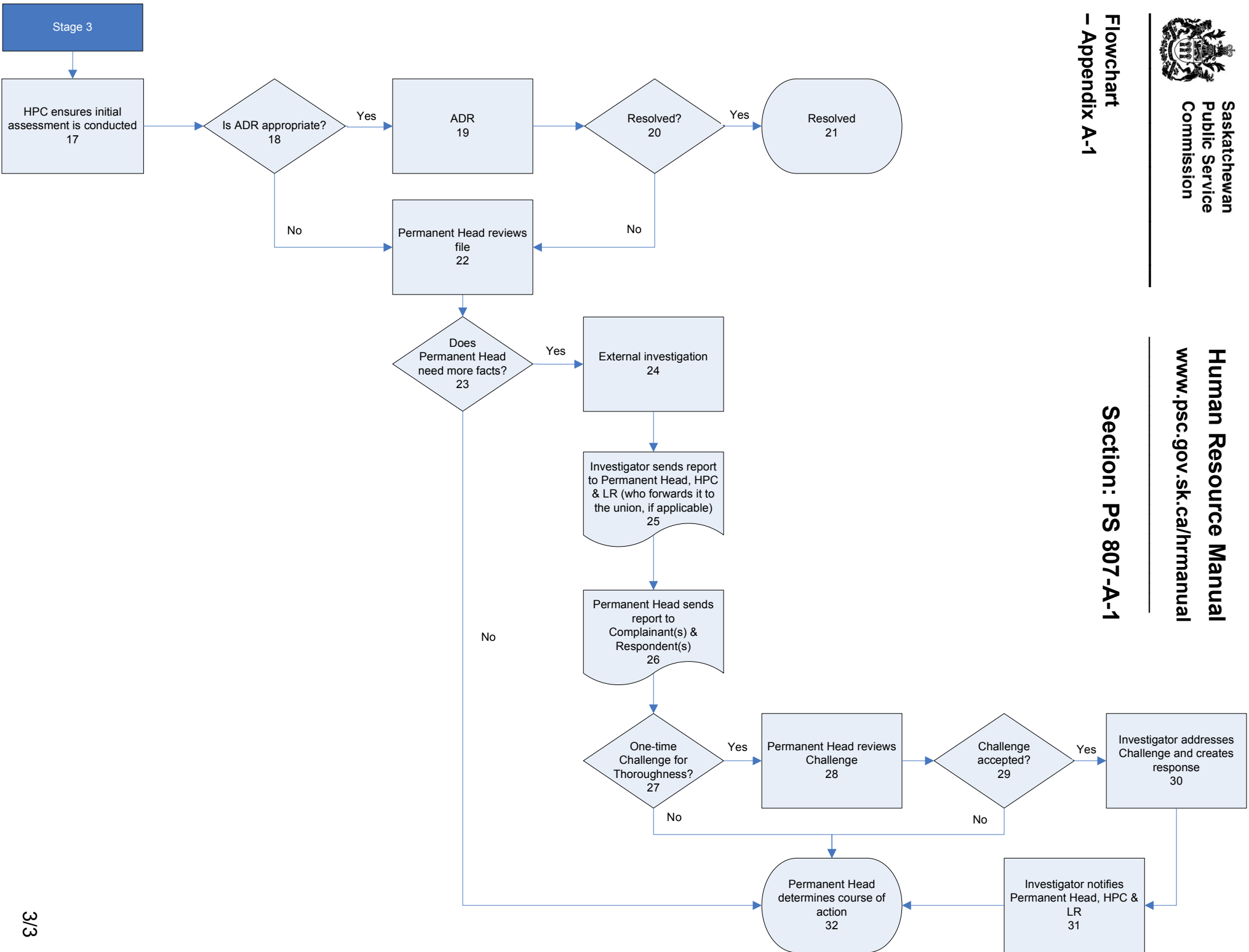
\* Given the Employer's obligation to address all harassment allegations, the supervisor/ HR will consult with the HPC and further action may be taken to address the issue.



Flowchart  
– Appendix A-1

Section: PS 807-A-1





**Flowchart Explanation**  
**– Appendix A-2**

**Section: PS 807-A-2**  
**Date issued: 2009 02 27**

**An Incident(s) Occurs - If you feel you are being harassed based on the definition of harassment in this policy:**

**STAGE 1**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/>  | <p><b>1. Can you resolve it yourself?</b><br/>         If you feel comfortable approaching the Respondent(s) to address the issue, you are encouraged to do so. If the conflict can be resolved by those directly involved, it reduces the disruption in the workplace and contributes to better relationships in the future.</p>  | <p><b>Yes-go to 2</b><br/> <b>No-go to 5</b></p>                    |
| <input type="checkbox"/>  | <p><b>2. Talk to Respondent(s)</b><br/>         Some people are not aware their behavior constitutes harassment. Often, simply informing them you find their behaviour offensive is enough to end it. Make known to the Respondent(s) the behaviour is objectionable and must stop.</p>  |   |
| <input type="checkbox"/>  | <p><b>3. Do you feel the issue has been resolved?</b></p>  | <p><b>Yes-go to 4</b><br/> <b>No-go to 5</b></p>                    |
| <input type="checkbox"/>  | <p><b>4. Resolved</b></p>  |   |
| <input type="checkbox"/>  | <p><b>5. Could someone else help you to resolve your issue?</b><br/>         If you are unable to approach the other person or the discussion did not improve the situation, raise the problem with your supervisor, Human Resources (HR) and/or, if appropriate, shop steward. They can help you assess your options and develop and implement an action plan for resolution.</p> | <p><b>Yes-go to 6</b><br/> <b>No-go to 9</b></p>                    |
| <p>For additional information, see PS 807 <i>Where to go for Information or Help</i>.</p> |  |   |
| <input type="checkbox"/>  | <p><b>6. Is some kind of workplace intervention or Alternate Dispute Resolution (ADR) process appropriate to resolve the matter?</b><br/>         Your supervisor, HR and/or shop steward can help you identify and access ADR mechanisms that may be appropriate under the circumstances.</p>   | <p><b>Yes-go to 7</b><br/> <b>No-go to 9</b></p>                    |
| <input type="checkbox"/>  | <p><b>7. Workplace intervention or ADR process</b><br/>         Implement intervention or ADR process, as appropriate.</p>   |   |
| <input type="checkbox"/>  | <p><b>8. Do you feel the issue has been resolved?</b></p>  | <p><b>Yes-go to 4</b><br/> <b>No-go to 9</b></p>                    |
| <input type="checkbox"/>  | <p><b>9. Do you wish to proceed with filing a written complaint?</b></p>   | <p><b>Yes-go to</b><br/> <b>Stage 2</b><br/> <b>No-go to 10</b></p> |
| <input type="checkbox"/>  | <p><b>10. Finished</b><br/>         Given the Employer's obligation to address all harassment allegations, the supervisor/HR will consult with the Ministry's Harassment Prevention Coordinator (HPC) and further action may be taken to address the issue.</p>  |   |



Section: PS 807-A-2

STAGE 2

11. **Complainant(s) prepares a written complaint and has it sent to the HPC**  
When the complaint involves a HPC or Deputy Minister, the complaint shall be submitted to Public Service Commission (PSC) Labour Relations.

The written complaint must contain the following information:

- Name of Complainant(s);
- Date of Complaint;
- Ministry and Workplace Address;
- Phone Number(s) of Complainant(s);
- Employment Category;
- Grounds for Complaint (ie. prohibited grounds upon which the alleged harassment occurred);
- Respondent(s) name and contact information (if available);
- Details of the Complaint: describe the behaviour being objected to. What was said or done? When? How often? Where? Circumstances surrounding the incident(s). Describe what has been done in response to the behaviour. Has the Respondent(s) or another appropriate person been advised the behaviour is objectionable and must stop? This information is critical for a proper screening of the complaint;
- Witnesses of alleged harassment;
- Signature of Complainant(s): by signing the complaint, the employee is providing consent to have the information shared to the Respondent(s);
- A separate signature is required to authorize the union to receive a copy of the complaint, if applicable.

12. **HPC notifies the Respondent(s), the Ministry's Permanent Head and PSC Labour Relations of the complaint**
- The Respondent will be given a copy of the complaint and a copy of the Anti-Harassment Policy. In the case of multiple Respondents, only details of the complaint pertaining to an individual Respondent will be provided to that Respondent.
  - Employees in a bargaining unit have a right to union representation during any of the processes outlined in this policy. Individuals outside the bargaining units may be accompanied by a person of their choice, such as Human Resources (HR) or a co-worker.
  - All those who receive copies of the complaint must observe strict confidentiality requirements.

13. **PSC Labour Relations records the complaint for tracking and monitoring purposes, screens the complaint and forwards result to the HPC**  
PSC Labour Relations screens the complaint using the criteria: *if the circumstances detailed in the complaint were proven to be true, it would constitute harassment as defined in this policy.*

14. **HPC notifies the Complainant(s), Respondent(s) and Ministry's Permanent Head, in writing, of the results of the screen**



Section: PS 807-A-2

15. **Did the complaint meet the test?** Yes-go to  
Stage 3  
No-go to 16  
Did PSC Labour Relations find *if the circumstances detailed in the complaint were proven to be true, it would constitute harassment as defined in this policy.*

**OUTSIDE THE POLICY**

16. **HPC refers the issue (not the written complaint) to the appropriate person within the Ministry for other problem-solving mechanisms outside the policy**

**STAGE 3**

17. **Internal assessment/investigation**  
The HPC will ensure an initial assessment and/or internal investigation is conducted, as the situation warrants.
18. **Is ADR appropriate to resolve the matter?** Yes-go to 19  
No-go to 22  
Your supervisor, HR and/or shop steward can help you identify and access ADR mechanisms that may be appropriate under the circumstances.
19. **ADR process**  
Implement ADR process, as appropriate.
20. **Is the issue resolved?** Yes-go to 21  
No-go to 22
21. **Resolved**  
HPC notifies PSC Labour Relations and the Permanent Head that the issue has been resolved and provides them with the resolution/agreement between the Complainant(s) and Respondent(s).
22. **Permanent Head reviews file**  
The HPC will forward the complaint and all policy process activities to the Permanent Head. The Permanent Head will review the file and gather more facts, as deemed appropriate in the circumstances.
23. **Does the Permanent Head need more facts to make a decision?** Yes-go to 24  
No-go to 32  
The Permanent Head will determine if there are enough facts to decide if the complaint is founded, unfounded or made in bad faith.
24. **External investigation**  
The HPC will advise PSC Labour Relations that an external investigation is required. PSC Labour Relations will coordinate the appointment of the investigator.





Section: PS 807-A-2

- 25. External investigator sends written report to the Permanent Head, HPC and PSC Labour Relations**  
Upon completion of the investigation, the investigator will submit a written report to the Permanent Head, HPC and PSC Labour Relations (who forwards complaint to the union, if applicable).

The report will detail the following:

- the complaint;
- the response;
- a list of witnesses;
- relevant witness testimony;
- relevant documents;
- findings of the investigation;
- the investigator's conclusion respecting each allegation/complaint as to whether the allegation/complaint was founded, unfounded or made in bad faith.

The investigator's report may include a recommended course of restorative action, but will not provide recommendations regarding disciplinary action.

- 26. Permanent Head sends written report to Complainant(s) and Respondent(s)**  
Within five (5) working days of receiving the investigator's written report, the Permanent Head will distribute the report to the Complainant(s) and Respondent(s). In the event of multiple Complainants, only the details pertaining to an individual Complainant will be provided to that Complainant. In the event of multiple Respondents, only the details of the report pertaining to the individual Respondent will be provided to that Respondent.

- 27. One-time Challenge for Thoroughness?** **Yes-go to 28**  
**No-go to 32**  
Within five (5) working days of receiving the investigator's written report, either the Complainant(s) or the Respondent(s) may request a review of the investigation for thoroughness. The challenge must be submitted in writing to the Permanent Head. The Complainant(s) and/or Respondent(s) may submit a challenge for thoroughness only once and must specify, in detail, what aspect of the report is seen as inadequate and why. The timeframe may be extended with agreement of the Permanent Head.

- 28. Permanent Head reviews challenge**  
The Permanent Head reviews the challenge to determine if the report should be reviewed or clarified or the investigation reopened.

- 29. Challenge accepted?** **Yes-go to 30**  
**No-go to 32**  
Did the Permanent Head find that the report should be reviewed or clarified or the investigation reopened?

- 30. Investigator addresses challenge**  
Investigator reviews challenge and creates response.



**Section: PS 807-A-2**

**31. Investigator notifies the Permanent Head, HPC and PSC Labour Relations**  
Investigator provides response of review of challenge to the Permanent Head, HPC and PSC Labour Relations.

**32. Permanent Head determines course of action**  
The Permanent Head makes a decision as to appropriate course of action to be taken. Prior to making a decision, the Permanent Head may choose to consult with the Permanent Head Advisory Panel. The Permanent Head will communicate the decision to the Complainant(s) and Respondent(s).

The Permanent Head will communicate to the Complainant(s) and Respondent(s) the details of the restorative action and implementation plans. Where disciplinary action is applied as part of the restorative plan, the Permanent Head will, on a confidential basis, inform the Complainant(s) of the discipline imposed on the Respondent(s), the rationale for imposing discipline and the relevant considerations taken into account. If it is determined that disciplinary action will not be imposed as part of the restorative plan, that decision will also be communicated and explained to the Complainant(s).



Section: PS 807-B

Examples of Harassment  
– Appendix B

Date issued: 2009 02 27

Examples of behaviours that constitute harassment	Examples of behaviours that do not constitute harassment
<p>Repeated conduct, comments, displays, actions or gestures or a single, serious occurrence of conduct, or comment, display, action or gesture, that has a lasting, harmful effect on the employee, such as:</p> <ul style="list-style-type: none"> <li>• unwelcome remarks, jokes, innuendoes;</li> <li>• insulting gestures or taunts causing embarrassment or offence;</li> <li>• displaying objectionable materials, graffiti or pictures;</li> <li>• disparaging written materials;</li> <li>• unwanted contact or attention;</li> <li>• inappropriate touching;</li> <li>• ostracizing;</li> <li>• threats, bullying, coercion, isolation;</li> <li>• actual or threatened physical assault;</li> <li>• verbal assault;</li> <li>• malicious gestures or actions;</li> <li>• stalking;</li> <li>• serious abuse of authority;</li> <li>• hate literature;</li> <li>• sexual assault;</li> <li>• unwelcome sexual advances, propositions or inquiries and/or comments about a person's sex life.</li> </ul>	<ul style="list-style-type: none"> <li>• legitimate and constructive feedback regarding work performance;</li> <li>• disciplinary measures taken by a manager or supervisor, in good faith for valid reasons;</li> <li>• practices permitted by law or contract, such as designating a staffing action for employment equity purposes;</li> <li>• expressing opinions that are different from others, unless those opinions fall within the prohibited grounds.</li> </ul>



Section: PS 807-C

Harassment Complaint Form  
– Appendix C

Date issued: 2000 11 08

Revision date: 2009 02 27

1. Complainant Information.

PLEASE PRINT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Ministry: \_\_\_\_\_

Workplace Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Phone numbers will not be shared with the respondent(s)

Employment Category: \_\_\_\_\_ CUPE \_\_\_\_\_ SGEU \_\_\_\_\_ Out of Scope

2. Grounds for Complaint. On what grounds do you believe harassment occurred (see PS807 – Definition of Harassment)?

Empty box for providing grounds for complaint.

3. Respondent(s). Person(s) who you allege committed the harassment.

Empty box for providing respondent information.

**Section: PS 807-C**

- 4. Details of the Complaint.** Please be as detailed as possible when describing the behaviour(s) you object to. Include such things as: what occurred, location, date, time, circumstances surrounding the incident, witnesses, what you have done in response to the behavior, etc. (Use additional pages if needed)

- 5. Witness(s) of Alleged Harassment.** Please list name(s) and phone numbers.

- 6. Relevant Documents.** Please attach copies of any documents you consider relevant.
- 7. Signature.** By signing this complaint, you are agreeing to have a copy given to the Harassment Prevention Coordinator, Public Service Commission Labour Relations, Permanent Head and the Respondent(s). Your complaint will be maintained in confidence; however, relevant information will be shared to the extent necessary to determine the appropriate resolution of this matter.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

**8. Consent to Give Copy of Complaint to Union (if applicable).**

By signing below, I hereby give the Public Service Commission my authorization to release a copy of this complaint and the investigator's report to my union.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

Note: Nothing in this policy precludes the Respondent(s) from providing a copy of the complaint against them and the investigator's report to the union.