



Staff Report HR2020-05

Title of Report: HR2020-05 – Amended Health & Safety Policy #33B –
Respect in the Workplace: Harassment and Violence
Department: Human Resources
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report HR2020-05 for information; and

That Council approve the changes to the Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence as presented; and

That Council consider approval by Municipal By-law 2020-035 for the Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence as presented.

Background:

On February 21, 2020 the Township received an inspection by the Ministry of Labour that resulted in 1 order issued to the Township of Southgate related to Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence. The order mandated that notification of investigation is added to Policy #33B and it was suggested that templates be added to the Policy as well.

Staff Comments:

The following changes were completed to the Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence:

- Under Section 7-B Formal Procedure, additions were made that the Complaint Form (Schedule A) must be used and notification of investigation decision to the complainant using new Schedule B template.
- Under Section 7-C Investigation Procedure, additions were made for notification of decision to investigate using new Schedules B & C as well as new Schedule D Investigation Form will be used to document the process and Schedule E Summary of Investigation will be used to notify both complainant and respondent post investigation.
- Addition of 5 new Schedules:
 - Schedule B – Letter of Decision of Investigation
 - Schedule C – Letter to Inform of Complaint Investigation
 - Schedule D – Investigation Report
 - Schedule E – Letter of Summary of Investigation

Financial Implications:

There are no financial implications associated with this report.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive staff report HR2020-05 as information.
2. Staff recommend that Council approve the Health & Safety #33B, Respect in the Workplace: Harassment and Violence by Southgate Municipal By-law 2020-035.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachment 1 – Health & Safety Policy #33B, Respect in the Workplace:
Harassment and Violence dated March 4, 2020