WORKPLACE VIOLENCE, DISCRIMINATION, AND HARASSMENT PREVENTION POLICY

(2025-01)

Approved by Resolution No: 25-450, December 2, 2025
Amended by Resolution No: 26-18, January 20, 2026
Next Review - 2029

PURPOSE:

The Town of Faro is committed to ensuring that all employees, citizens, volunteers and Members of Council are treated with dignity and respect. Further, the Town of Faro is committed to ensuring that all employees and Members of Council treat others with dignity and respect, by upholding the Employee Code of Conduct and the Council Code of Conduct, respectively. These Codes include a commitment to basic values and principles of ethical behaviour, such as integrity, honesty, respect, humility, responsibility, fairness, and compassion.

The Town of Faro believes that everyone has the right to a workplace that is free from violence, discrimination, and harassment. The definition of workplace includes all Town of Faro worksites, meetings and activities. As such, violence, discrimination, and harassment will not be tolerated from any person including our employees, volunteers or Members of Council. Nor will any action or behaviour that meets the definition of violence, discrimination, or harassment that is directed towards our employees, volunteers or Members of Council be tolerated.

SCOPE:

This Policy applies to everyone performing duties on behalf of the Town of Faro, including interactions within and outside of the municipality, with the public, with employees, with volunteers, and with Members of Council.

This Policy covers conduct that occurs in Town of Faro workplaces or that relates to work conducted by the Town of Faro.

This Policy does not pertain to respectful political disagreement or discourse in the Council Chambers.

DEFINITIONS:

Co-Chairs – shall mean the Worker and Management members of the Joint Health and Safety Committee who have been appointed to these positions.

Chief Administrative Officer (CAO) – shall mean the person appointed to this position by Council, or their delegate.

Council – shall mean the Council of the Town of Faro

Discrimination – occurs when a person or group is treated unfavourably (for example subjected to workplace harassment), at least in part, because of a protected personal characteristic called protected grounds and areas under the Yukon Human Rights Act.

These grounds include:
1. Ancestry, including colour and race
2. National origin
3. Ethnic or linguistic background or origin
4. Religion or Creed, or religious belief, religious association, or religious activity
5. Age
6. Sex, including pregnancy
7. Gender identity or gender expression
8. Sexual orientation
9. Physical or mental disability
10. Criminal charges or criminal record
11. Political belief, political association, or political activity
12. Marital or family status
13. Source of income
14. Actual or presumed association with other individuals or groups whose identity or membership is determined by any of the above

Domestic Violence – shall mean any abuse, including physical, emotional, sexual, or financial, between intimate partners who are often living in the same household.

Employee – shall mean an employee of the Town of Faro

Joint Health and Safety Committee (JH&SC) – shall mean the Town of Faro's Joint Health and Safety Committee.

Member of Council – shall mean an elected official of the Town of Faro Council

Workplace Violence - is generally understood as the threatened, attempted, or actual application of physical force toward a worker that is likely to cause harm or lead a worker to believe that they are likely to be harmed. Workplace Violence can cause physical and psychological injuries.

Workplace Harassment - is generally understood as any objectionable comments or behaviours that we know, or should know, are likely unwelcome in a workplace. This includes any inappropriate comments or objectionable behaviour relating to a worker's sex, sexual orientation, gender identity or gender expression.

Examples of this include, but are not limited to:

- Making inappropriate gestures or comments
- Misuse of power or authority or access to an individual's personal information
- Using physical or psychological bullying
- Excluding, intimidating, humiliating, or isolating someone
- Making inappropriate sexual advances
- Discriminating based on gender identity or gender expression
- Referring to a person using terms that do not align with the person's stated gender
- Engaging in cyberbullying, such as posting offensive or intimidating messages through social media or email
- Deliberately setting someone up to fail
- Unwelcome or persistent questioning of someone's identity or origin

Volunteer – shall mean a person engaging in volunteer activities on behalf of, and sanctioned by, the Town of Faro

STANDARD:

The Town of Faro, its employees, volunteers, and Members of Council will respect and comply with the Workplace Violence, Discrimination, and Harassment Prevention Policy and Procedures. The Town of Faro is committed to ensuring a safe work environment, free from violence, discrimination, and harassment. All employees, volunteers and Members of Council are required to comply with this policy and supporting procedures.

Everyone is entitled to a workplace free from violence, discrimination, and harassment. Town of Faro employees, volunteers and Members of Council must treat each other with respect and not engage in any workplace violence, discrimination, or harassment. All employees, volunteers and Members of Council have the right to report any concerns or incidents of violence, discrimination or harassment, and to have their concerns addressed.

To support this policy, the Town of Faro has developed Workplace Violence, Discrimination, and Harassment Prevention Procedures. These procedures include steps to protect employees, volunteers and Members of Council from violence, discrimination, and harassment and a process to raise concerns or report incidents.

Reasonable and respectful actions of an employer or supervisor to manage workers is not harassment. Examples of managing workers include giving instructions, changing workers' job duties, setting and amending work schedules and workloads, evaluating performance and taking disciplinary action.

Reasonable and respectful disagreement with a view to solve problems through discourse is also not considered harassment under this policy.

CONFIDENTIALITY:

The privacy of all involved in a complaint or incident of violence, discrimination, and harassment will be protected as much as possible. The Town of Faro will not identify to anyone a complainant, a respondent, a witness(es), or any circumstances about a complaint, including personal information, unless it is necessary for the purpose of the investigation. This may include sharing the results of an investigation, implementing corrective action relating to the complaint, informing employees, volunteers, or Members of Council of a risk of violence, discrimination, or harassment or where required by law. Every effort shall be made to protect the identity of complainant(s).

If any personal information is shared, it will be the minimum needed to complete the investigation.

This violence, discrimination, and harassment prevention policy does not limit an individual's rights under any other laws.

RESOURCES:

- Workplace Violence and Harassment Prevention Guide, Yukon Workers' Compensation Health & Safety Board, 2020
- Yukon Human Rights Act
- Workplace Health and Safety Regulations, Part 19: Harassment and Violence Prevention

VIOLENCE, DISCRIMINATION AND HARASSMENT PREVENTION PROCEDURES

The Town of Faro is committed to eliminating, or otherwise minimizing, the hazard of violence, discrimination, and harassment.

1. If any employee, volunteer or Member of Council believes they have been subject to violence, discrimination, or harassment, they must follow the procedures for reporting the incident.

    a. Incidents of violence, discrimination, or harassment shall be reported to the Chief Administrative Officer (CAO) as soon as practical after an incident has occurred and shall include a completed Incident Report form (Appendix 1);
    b. Where the CAO is the subject of the complaint or is reporting a complaint, an incident report shall be submitted to the Co-Chairs of the Joint Health and Safety Committee. The Co-chairs shall review the matter and determine if the complaint has merit. The Co-chairs are permitted to seek additional input from the JH&SC and/or a Member of Council if required.

        i. If the Co-Chairs deem the complaint to have merit, or if they are uncertain as to the validity of the complaint, the complaint shall be referred to an External Third-Party Reviewer as identified in Appendix 2.
        ii. If the Co-Chairs deem the complaint to be frivolous, vexatious or without merit, they will provide a written response to the complainant.
        iii. If one of the Co-Chairs is the complainant or is the subject of a complaint, the JH&SC is authorized to take their place in the determination on whether the complaint should be referred to an External Third-Party Reviewer.

2. The CAO will investigate all complaints and incidents of violence, discrimination, and harassment in a fair, respectful, and timely manner. The CAO will:

    a. ensure that a meeting is scheduled with the complainant within one week of a complaint being lodged
    b. implement reasonable measures to eliminate or control the risk identified in the incident which may include the modification of an employee's duties and/or work location during the completion of the investigation.
    c. ensure that all investigations into an incident is completed, and
    d. ensure a report is completed within 90 days which identifies the results of the investigation and any corrective action to be taken.

3. The CAO is authorized to refer any complaint to an External Third-Party reviewer as identified in Appendix 2.

4. When the investigation is complete, the party who received the complaint (CAO, JH&SC, Third-Party Investigator) will inform the complainant and the respondent of the results of the investigation in a timely manner.

5. Should an employee, volunteer or Member of Council be found to have committed an act of Workplace Violence, Discrimination or Harassment against another person while carrying out functions on behalf of the Town of Faro, they will be subject to appropriate corrective action.

    a. Corrective actions may include, but are not limited to the following:
        - Training on municipal policies and procedures
        - Training on conflict resolution or assertiveness
        - Training on workplace harassment & violence prevention
        - A full or partial ban from municipal facilities
        - Reprimand, suspension or termination
        - Other remedies deemed appropriate in the circumstances

6. The CAO (or investigator) will provide a report to the Joint Health and Safety Committee on the corrective actions resulting from the investigation within 14 days of the report's completion.

7. Any disciplinary action taken as a result of violence, discrimination or harassment by an employee will be implemented by the CAO (in order to comply with the provisions of the Collective Agreement).

8. No employee, volunteer or elected official can be penalized or reprimanded when doing their best to follow this policy and the procedures for preventing workplace violence, discrimination, and harassment.

9. Employees who have been affected by workplace violence, discrimination or harassment may be supported through the Counselling Support available through the Town's Benefit Plan. Should a person not be covered by the plan, the CAO is authorized to make alternate arrangements.

10. If an employee or Member of Council becomes aware, or ought reasonably to be aware, that a worker is or is likely to be exposed to domestic violence in the workplace, they will report it to the CAO as soon as practical.

11. The Town of Faro, through its Council, CAO, Employees and Joint Health and Safety Committee will work cooperatively to protect workers from domestic violence in the workplace. The CAO is authorized to take reasonable precautions to protect workers and any other person in the workplace who may be affected by domestic violence.

12. The Town of Faro will ensure that all its employees, volunteers and Members of Council receive training on its workplace violence, discrimination, and harassment prevention policy and supporting procedures. Training will be updated if/when the policy or procedures are amended and will otherwise be reviewed on a regular basis.

13. The Town of Faro will ensure that this policy and supporting procedures are implemented and maintained. The policy and procedures will be reviewed and adjusted when needed, at least once every four years. If there are any concerns with this policy or the procedures, they should be brought to the attention of the CAO of the Town of Faro or a member of the Joint Health and Safety Committee.

Appendix 1

Workplace Violence, Discrimination and Harassment

Incident Report

Employee's Name: _____

Job Title: _____

Date of Incident: _____Time: _____

Location of Incident: _____

Name of aggressor(s) or provide physical description: _____

_____

Are they a:

- ☐ Co-Worker / Manager / Supervisor
- ☐ Member of Council
- ☐ Member of the Public
- ☐ Volunteer

Witness(es): _____

Description of the Incident (attach additional page if needed): _____

_____

_____

_____

_____

_____

_____

_____

_____

Employee Signature _____ Date: _____

CAO Signature _____ Date: _____

Meeting Date: _____

Appendix 2

Workplace Violence, Discrimination and Harassment

Third Party Investigator

NORTH COUNTRY CONSULTING LP
Angela Drainville, CRST, CHSC, NCSO
Vice President
(867) 334-2241
angela.ncconsulting@gmail.com

Appendix 3

Workplace Violence, Discrimination and Harassment

Investigation Checklist

Use this checklist for incident investigations to ensure all aspects of the incident have been reviewed. Prepare a Report based on your findings which identifies the results of the investigation and any corrective action to be taken.

- Names, addresses, telephone numbers of complainants, assailants and witnesses
- Occupation of complainants, assailants and witnesses
- Date and time of incident
- Date and time incident reported to employer
- Exact location of incident
- Exact location of complainants, assailants and witnesses
- Activities of complainants, assailants and witnesses before, during and after incident
- Statements of witnesses and their locations
- Detailed explanation of events in order of sequence of occurrence
- Complainant's account of events
- Description of assailant(s)
- Description of any vehicles involved in incident
- Assailant's account of events
- What participants said and did immediately before and after incident
- Physical conditions of work environment at time of incident
- Assailant's physical and mental state prior to and at the time of incident
- Unusual activity that may have contributed to incident
- Substance use or abuse
- Relationship between complainant and assailant, if any
- Investigator's relationship to complainant and assailant, if any
- Photographs of incident site
- Diagram of incident site, location of injured worker and witnesses