



TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL- 204
SUBJECT:	Violence and Harassment Policy	DATE APPROVED:	July 2024
COVERAGE:	All Township Employees	REVIEW DATE:	July 2025

POLICY

Augusta Township is committed to the prevention of workplace violence and harassment and will take every necessary precaution to protect all workers, subcontractors and public from workplace violence and harassment from all sources.

Senior management of the organization recognizes the rights of workers to work in an environment free of violence and harassment. Behaviour associated with workplace violence and harassment will not be tolerated at Augusta Township. As the employer, Augusta Township will ensure that this policy and supporting program are implemented and maintained and that all employees have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Employees will be trained in recognizing and reporting violence and harassment in the workplace. All employees, subcontractors and visitors are responsible for raising any concerns relating to workplace violence and harassment to management without fear of retaliation or penalty. Reported incidents of workplace violence and harassment will be taken seriously and information regarding any harassment complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate and to take corrective action or as otherwise required by law. Employees will be made aware of the importance of always maintaining respect in the workplace.

Management and supervisors are responsible for ensuring that this policy and related procedure are being followed by employees and for ensuring that they understand that workplace violence or harassment is unacceptable from anyone in any form.

Employees may seek help to address workplace harassment from various sources such as health and safety representatives and employee assistance programs.

Senior management of the organization will allocate resources necessary to address workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned.

Management will address workplace violence harassment from all sources such as customers, clients, visitors, subcontractors, supervisors, workers, and members of the public. This policy will be reviewed at least annually to ensure that it meets the needs of the company.

Shannon Geraghty
CAO

Date