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**INTENT**

TAL provides a safe and healthy work environment based on mutual respect. The organization does not tolerate violence or harassment against or by any employee or board member.

TAL acts in compliance with all relevant legislation. For this policy, the work environment includes any location in which an employee or board member is acting on behalf of TAL.

Harassment includes any incident of unwelcome conduct, comment, bullying, or action which the person knows or ought reasonably to know would cause offence or humiliation or adversely affect the recipient's health and safety. It does not include the reasonable conduct of a manager in providing feedback.

TAL will adopt guidelines and an appropriate complaint procedure.

The CEO is responsible for providing training about what harassment is and what responsible workplace behavior looks like.

The CEO will ensure that all employees are clear about their roles and responsibilities regarding this policy and associated procedures.

The annual Occupational Safety risk assessment includes an assessment of situations that could result in harassment or violence.

**Guidelines:**

1. Any employee or board member who is affected by, or witness to, an incident of harassment or violence, should report it immediately to the CEO or the Health and Safety representative.
2. If the complaint is about the CEO, it should be made to the Board Chair, who will then take responsibility for the investigation process.
3. The CEO will investigate all reports and take action to address the incident and prevent its recurrence.
4. A report of the investigation will normally be retained for 2 years.
5. Support will be provided to any employee who is a victim of harassment or violence.
6. The Board Chair takes responsibility for the process in the case of disciplinary action against the CEO. The Board will be informed during the in-camera portion of the Board meeting.

**Investigation procedure:**

1. Informing the person that the complaint is about.
2. The respondent may choose to respond to the allegation in writing. This will be shared with the complainant.
3. Interviewing the complainant and any other persons who may have knowledge of the incident.
4. Employ an external investigator or legal counsel if required.
5. Prepare a written report. The report will be included in the personnel files of the parties involved, and the Board will be informed at the next Board meeting.
6. Provide a written response to the employees concerned.
7. Initiate any remedial action.
8. If anyone knowingly makes false statements regarding violence or harassment, disciplinary action will be taken.
9. Take appropriate measures to maintain confidentiality.

**Reprisal:**

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence and harassment or act as witnesses.

**Disciplinary measures:**

The CEO is responsible for disciplinary action against an employee who has been found responsible for unacceptable conduct in the workplace. This may include counselling or a formal warning.

**RELATED DOCUMENTS**

- *Incident Reporting Form*
- *Code of Conduct Policy*

*Approval date: 2023-10-20*