



WHITE RIVER FIRST NATION SEXUAL HARASSMENT POLICY

April 1, 2014

Approved: Chief and Council

A horizontal line with five handwritten signatures above it. From left to right, the signatures are: "CER", "AD.", "AS", a stylized signature, and another stylized signature.

White River First Nation
Sexual Harassment Policy

INTRODUCTION

White River First Nation recognizes the importance of policy to address employee and community concerns related to sexual harassment in the workplace, and strive to provide a safe atmosphere for each and every employee and regulated workplace, and as such has adopted the Canada Labour Code policy with regards to Sexual Harassment

Every employee is entitled to employment free of Sexual Harassment.

Part III of the Canada Labour Code on Labour Standards refers to the employee's right to employment free from sexual harassment and requires employers to take positive action to prevent sexual harassment in the workplace.

The White River First Nation Chief and Council, its officers, directors and management personnel will make every reasonable effort to ensure that no employee is subjected to any form of Sexual Harassment.

Sexual Harassment refers to unwelcome conduct (direct and indirect), comments, gestures, and/or contact of a sexual nature that is likely to cause offense or humiliation to an employee, or that might, on reasonable grounds, be perceived by the employee as placing a condition of a sexual nature on employment or any opportunity for training or promotion.

General Provisions and Procedures

- a) If an individual believes she/he is being sexually harassed, and where possible, as in the case of inappropriate comments, they should tell the individual they are not comfortable with the behavior and ask that it be stopped immediately.
- b) If the activity or behavior continues, or if the employee is unable to deal with the individual directly, they should report it immediately to the Human Resources representative or the Executive Director and complete an incident report form, which will be placed on file.
- c) If the Human Resources representative or the Executive Director determines that the situation warrants an investigation, complaints will be investigated. The investigator will provide a written investigation report to the Executive Director.
- d) The Executive Director, or Chief and Council, will decide what action to take. If warranted, the Executive Director or Chief and Council may impose disciplinary measures depending on the nature and severity of the incident, as deemed appropriate, against any person under White River First Nation's direction who subjects any employee to sexual harassment.
- e) The employer will hold all information in strict confidence and will not disclose the name of the complainant, except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation thereto.
- f) In the case of sexual harassment accusations, the individual in question may make an appeal within two weeks using the appeal measures outlined in Section 13.0 in the WRFN Personnel Policy and Procedures Manual.
- g) All program management and supervisors will inform all WRFN employees of the provisions of discriminatory practices under the Canadian Human Rights Act pertaining to rights of individuals to seek redress under the Act in respect of sexual harassment allegations.

Sexual Harassment Report Form

The White River First Nation maintains a firm position prohibiting all forms of discrimination based on sex. Sexual harassment against an employee is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

COMPLAINANT: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person(s) you believe sexually harassed you: _____

Have you addressed your concern with the person(s) who you are accusing of this Harassment?

YES NO

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: What force, if any, was used; any verbal statements (i.e., Threats, requests, demands, etc.); what, if any physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary).

This complaint is filed based on my honest belief that _____

has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature

Date

Received by:

(Name)

Date

The White River First Nation does not discriminate on the basis of sex, race, religion, national origin, ethnic origin, colour, age, family status, marital status, sexual orientation, physical or mental disability, or conviction for which a pardon has been granted.