



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

2.0 IPC EXPECTATIONS

2.03 ANTI-HARASSMENT AND RESPECTFUL WORKPLACE POLICY

Purpose

To clearly establish the expectations of the Office of the Saskatchewan Information and Privacy Commissioner (IPC) with respect to treatment of individuals in the workplace.

Application

This policy applies to all staff of the IPC including the Commissioner.

The IPC recognizes that its employees may be subjected to harassment/discrimination by citizens, or by others who conduct business with the IPC. In these circumstances, the IPC acknowledges its responsibility to do all in its power to support and assist the person subjected to such harassment or discrimination.

Policy

The IPC will not tolerate harassment or discrimination in the workplace. The IPC is committed to providing a respectful workplace and the expectation is that all employees will create and maintain a work environment that is harassment and discrimination free and respectful of all persons in it.

Harassment and discrimination are prohibited under *The Saskatchewan Employment Act* and *The Saskatchewan Human Rights Code*.

Response to Harassment or Discrimination

No reported incident of harassment or discrimination will go unaddressed. If allegations are substantiated, behaviour will be addressed appropriately, including corrective discipline.

The determination of appropriate corrective discipline will require the application of judgement on a case-by-case basis taking into consideration the facts of the case, findings of an investigation, mitigating or aggravating factors, and legal jurisprudence.

In the most serious cases such as, but not limited to, cases involving serious abuse of authority, hate literature, sexual assault, or other criminal behaviour associated with harassment or discrimination where harassment/discrimination has been substantiated, the employee will be dismissed unless there are significant factors that dictate otherwise.

Objectionable Conduct Complaints which are not based on Prohibited Grounds

It is recognized that there may be allegations of objectionable conduct which are not based on one of the grounds prohibited by *The Saskatchewan Employment Act* and *The Saskatchewan Human Rights Code* and which therefore do not fall within the parameters of the IPC Anti-Harassment and Respectful Workplace Policy. Should this occur, the Commissioner will determine how these types of complaints will be handled. All parties will be encouraged to work collaboratively to resolve issues of this nature as quickly as possible.

Workplace

For the purposes of this policy, the workplace includes, but is not limited to, the physical work site, washrooms, cafeterias or restaurants, training sessions, business travel, conferences, work-related social gatherings, or any other place the employee is required to be in service to the IPC.

Right to Manage

This policy in no way limits or constrains the right of the Commissioner or a Director to manage the workplace. Supervisory and management actions, (for example, assignment of work, performance reviews, coaching, work evaluations, and disciplinary measures) must always be respectful of the individual. The policy will not, under any circumstances, be used to impede the supervisory relationship.

Employees Rights

Nothing in this policy precludes an employee from accessing their rights under *The Saskatchewan Employment Act*, *The Saskatchewan Human Rights Code*, *Workers' Compensation*, *The Criminal Code*, or any civil action(s).

Note: for more information please see IPC Guidelines and Procedures for Policy 2.03 Anti-Harassment and Respectful Workplace.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

The Saskatchewan Employment Act

The Saskatchewan Human Rights Code

The Occupational Health and Safety Act, 1993

Legislative Assembly Service Human Resource Policy 2.3

Saskatchewan Public Service Human Resource Manual, Section 807

IPC Guidelines and Procedures for Policy 2.03 Anti-Harassment and Respectful Workplace