



POLICY STATEMENT

Policy Name	Harassment		
Policy #	601	Category	Health and Safety
Policy Sponsor	Associate Vice President, Student Services and Associate Vice President, Human Resources	Previous Revision Date	June 20, 2014
Policy Approved by	President & CEO	Issue or Revision Date	October 3, 2019
Procedures Approved by	Provost & Vice President, Academic and CFO & Vice President, Administrative Services	Review Date	October 2024

See the related [PROCEDURES](#).

PURPOSE

Saskatchewan Polytechnic is committed to providing a learning and working environment that is free of harassment and discrimination. This policy and its related procedures seek to prevent harassment, while providing a process for addressing complaints of harassment should they arise.

SCOPE

This policy applies to both the learning and work environment and to all members of the Saskatchewan Polytechnic community, including but not limited to: students, employees and board members.

In the context of their interactions with Saskatchewan Polytechnic, clients, visitors, business/training associates, employees of Saskatchewan Polytechnic's academic partners, and anyone participating in Saskatchewan Polytechnic sponsored activity are able to make a complaint under the policy, and are expected to conduct themselves in accordance with the policy.

GUIDING PRINCIPLES

1. Every student and employee of Saskatchewan Polytechnic is entitled to a learning and work environment that is free of harassment and discrimination.
2. Saskatchewan Polytechnic is committed to meeting its legal and ethical obligations as a post-secondary educational institution and an employer.

POLICY

1. Harassment committed by any member of, visitor to, or group within the Saskatchewan Polytechnic community is strictly prohibited and will not be tolerated.
2. Saskatchewan Polytechnic will take timely and appropriate action to stop harassment when it occurs.

3. Saskatchewan Polytechnic will make every reasonably practicable effort to ensure that no student or employee, or other person entitled to access this policy, is subjected to harassment and will take corrective action respecting any incidents of harassment that occur.
4. Anyone who feels they have been the subject of harassment may bring it to Saskatchewan Polytechnic's attention pursuant to the process outlined in the attached Procedures 1.0 Making a Complaint.
5. Saskatchewan Polytechnic will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint, taking corrective action with respect to the complaint, or disclosure is required by law.
6. Retaliation or reprisals against a person or persons making a complaint of harassment or against witnesses to a complaint of harassment are prohibited. Disciplinary action may be taken against any member of the Saskatchewan Polytechnic community engaging in this behaviour.
7. Disciplinary action may be taken against any member of the Saskatchewan Polytechnic community who makes an allegation of harassment in bad faith.
8. When appropriate, Saskatchewan Polytechnic will implement informal resolutions to complaints of harassment.
9. When appropriate, Saskatchewan Polytechnic will implement formal resolutions including disciplinary action to deal with individuals who engage in harassing behaviours.
10. Saskatchewan Polytechnic will educate members of the Saskatchewan Polytechnic community to the benefits of a learning and work environment free of harassment, about their role in the creation and maintenance of such an environment, and of their rights and obligations under this policy.
11. In accordance with the attached procedures, Saskatchewan Polytechnic will advise both the complainant and alleged harasser in writing of the outcome of the investigation. Both the complainant and alleged harasser have an opportunity to appeal the investigator's decision following a harassment investigation.

Other Legal Rights

1. Nothing in this policy prevents or discourages staff or faculty from referring a harassment complaint to the Occupational Health and Safety Division under *The Saskatchewan Employment Act* and any amendments thereto.
2. Nothing in this policy prevents or discourages anyone from filing a complaint of harassment with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code*, and any amendments thereto.
3. This policy is not intended to discourage or prevent a complainant from exercising any other legal rights members of the Saskatchewan Polytechnic community may have pursuant to any other law.

DEFINITIONS

Associate Vice President (AVP)

For the purposes of this policy and procedures, associate vice president means either the associate vice president, human resources or the associate vice president, student services or their respective designate.

Complainant

Any person(s) or group(s), including Saskatchewan Polytechnic, who pursuant to this policy alleges they have been subjected to harassment or who alleges another member of the Saskatchewan Polytechnic community is being subjected to harassment.

Harassment

Harassment is defined in *The Saskatchewan Employment Act*, and this policy, as any inappropriate conduct, comment, display, action or gesture by a person:

(i) that either:

- (A) is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- (B) adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and

(ii) that constitutes a threat to the health or safety of the worker.

The definition of Harassment at Saskatchewan Polytechnic is further expanded to include the prohibited ground of gender identity, in alignment with *The Saskatchewan Human Rights Code*.

Harassment involves repeated conduct, comments, displays, actions or gestures, or a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the individual.

Harassment can involve words, actions, or pictures such as:

- derogatory jokes, comments, or teasing,
- insults, taunting or slurs about race, colour, disability, sex, or sexual orientation,
- verbal abuse such as continued name calling, swearing or yelling,
- display or circulation of derogatory materials, pictures, or objects that demean the recipient,
- verbal or physical intimidation or threats,
- practical jokes causing awkwardness or embarrassment.

Harassment includes sexual harassment, which is prohibited on the ground of sex. Unwelcome conduct of a sexual nature constitutes sexual harassment when:

- submission to, or rejection of, such conduct is implicitly or explicitly made a term of condition of an individual's employment or academic status, or
- such conduct is used as a basis for making decisions relating to an individual's employment or academic status or welfare as an employee or student, or
- the unwanted, sexually oriented remarks, behaviours or communications create a hostile, intimidating environment for working or learning.

Harassment **does not** include any reasonable action that is taken by an instructor, manager or supervisor, relating to the management and direction of students or employees or affecting campus safety and security.

Procedural Fairness

Procedural Fairness includes the right to a fair process (i.e. being made aware of the complaint and having the opportunity to be heard), the right to an unbiased decision, and the right to reasons for the decision. The right to an appeal is outlined in Section 9.0. The student or employee also has the right to have a support person present at any stage of the process.

Respondent

Any person(s) or group(s), including Saskatchewan Polytechnic, against whom an allegation of harassment has been made pursuant to this policy.

SUPPORTS AVAILABLE

Health, Safety & Security Resources are accessible by clicking their logo from any heading on the mySaskPolytech Menu, and include:

- Campus Safety & Security contact numbers
- Safe Walk information
- Threat Assessment guidance

[Learn More](#)

Student Resources can be found on the Student Services site of mySaskPolytech, and include:

- Accessibility Services
- Counselling Services
- Health Services
- Student Relations Office

[Learn More](#)

Employee Family Assistance Program (EFAP) and Wellness Resources can be found on the Human Resources site of mySaskPolytech, and include:

- Homewood Health contact line (1-800-663-1142) available 24 hours a day, 7 days a week
- www.homeweb.ca where you can access a complete range of options, supports and resources
- In addition to EFAP, our extended health plan covers the services of a legally licensed clinical psychologist and social worker up to a combined maximum of \$1,000 per calendar year for each person
- Respect Certification training
- The Great-West Life Centre for Mental Health in the Workplace
- The Working Mind Workshops

[Learn More](#)

RELATED POLICIES/DOCUMENTS

Appropriate Use of Information Technology Services 801
Code of Conduct 703
Education and Employment Equity 705
Employee Complaints 706
Reasonable Accommodation 712
Sexual Assault and Sexual Violence 605
Student Code of Conduct (Non-Academic) 1211b
Violence 604

APPLICABLE LEGISLATION OR REGULATIONS

The Saskatchewan Employment Act
The Saskatchewan Human Rights Code