



POLICY STATEMENT

Policy Name	Harassment Prevention and Response		
Policy #	601	Category	Health and Safety
Policy Sponsor	Associate Vice President, Student Services and Associate Vice President, Human Resources	Previous Revision Date	September 7, 2023
Policy Approved by	President & CEO	Issue or Revision Date	November 2, 2023
Procedures Approved by	Provost & Vice President, Academic and CFO & Vice President, Administrative Services	Review Date	November 2028

[See the related PROCEDURES.](#)

PURPOSE

Saskatchewan Polytechnic (Sask Polytech) 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 Sask Polytech, clients, visitors, business/training associates, employees of Sask Polytech's academic partners and any individual participating in Sask Polytech sponsored activities are expected to conduct themselves in accordance with the policy and are able to make a complaint under the policy.

GUIDING PRINCIPLES

1. Every student and employee of Sask Polytech is entitled to a learning and working environment that is free of harassment and discrimination.
2. Sask Polytech 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 Sask Polytech community is strictly prohibited and will not be tolerated.
2. Sask Polytech will take timely and appropriate action to stop harassment when it occurs.

3. Sask Polytech 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 Sask Polytech's attention pursuant to the process outlined in the attached Procedures 1.0 Making a Complaint.
5. Sask Polytech 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 Sask Polytech community engaging in this behaviour.
7. Disciplinary action may be taken against any member of the Sask Polytech community who makes an allegation of harassment in bad faith.
8. When appropriate, Sask Polytech will implement informal resolutions to complaints of harassment.
9. When appropriate, Sask Polytech will implement formal resolutions including disciplinary action to deal with individuals who engage in harassing behaviours.
10. Sask Polytech will educate members of the Sask Polytech community to the benefits of a learning and working 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, Sask Polytech 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 Sask Polytech, who pursuant to this policy alleges they have been subjected to harassment or who alleges another member of the SaskPolytech community is being subjected to harassment.

Harassment

The definition of harassment pursuant to The Saskatchewan Employment Act Section 3 -1(1)(l) states: "harassment" means:

- (i) any inappropriate conduct, comment, display, action or gesture by a person towards a worker:
 - (A) that either:
 - (I) is based on any prohibited ground as defined in *The Saskatchewan Human Rights Code, 2018* or on physical size or weight; or
 - (II) subject to subsections (4) and (5), adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause the worker to be humiliated or intimidated; and
 - (B) that constitutes a threat to the health or safety of the worker; or
- (ii) any conduct, comment, display, action or gesture by a person towards a worker that:
 - (A) is of a sexual nature; and (B) the person knows or ought reasonably to know is unwelcome.

The definition of harassment at Sask Polytech 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 may include:

- verbal or written abuse or threats.
- insulting, derogatory or degrading comments, jokes or gestures.
- personal ridicule or malicious gossip.
- malicious or unjustifiable interference with another's work.
- work sabotage.
- refusing to work or co-operate with others.
- interference with or vandalism of personal property.

Sexual harassment may be verbal, physical or visual. It may be one incident or a series of incidents. It is unsolicited and unwelcome behaviour, and can take many forms, including but not limited to:

- sexual remarks.
- "jokes" with sexual overtones.
- a sexual advance or invitation.
- displaying offensive pictures or photographs.
- threats.
- leering.
- physical contact like touching, patting, pinching or brushing against.
- sexual and physical assault.

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 of the Procedures. 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 Sask Polytech, against whom an allegation of harassment has been made pursuant to this policy.

SUPPORTS AVAILABLE

Health, Safety, and Security resources are accessible by clicking their logo from any heading on the mySaskPolytech.ca menu and includes:

- Campus Safety and Security contact numbers
- Safe Walk information
- Threat assessment guidance

[Learn More](#)

Student resources can be found on the Student Services site of mySaskPolytech.ca and includes:

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

[Learn More](#)

Employee Family Assistance Program (EFAP) and Wellness resources can be found on the main page of mySaskPolytech.ca and includes:

- Homewood Health contact line (1-800-663-1142) available 24 hours a day, seven days a week.
- www.homeweb.ca where a complete range of options, supports and resources can be accessed.
- In addition to EFAP, Sask Polytech's 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
- Canada Life Workplace Strategies for Mental Health
- Working Mind Workshops

[Learn More](#)

RELATED POLICIES/DOCUMENTS

Appropriate Use of Information Technology Services 801

Code of Conduct 703

Education and Employment Equity 705

Reasonable Accommodation 712

Sexual Violence Prevention and Response 605

Student Code of Conduct (Non-Academic) 1211b

Violence Prevention and Response 604

APPLICABLE LEGISLATION OR REGULATIONS

The Saskatchewan Employment Act

The Saskatchewan Human Rights Code