



Municipality of Long Harbour-Mount  
Arlington Heights  
**Harassment  
Prevention Plan**

2025

# Table of Contents

Policy Statement.....	2
Application .....	2
Definitions.....	2
Harassment .....	2
Procedures for Reporting a Complaint.....	3
Responsibilities and Expectations .....	3
The Town Council of Long Harbour-Mt. Arlington Heights.....	3
Manager/Supervisors.....	3
Employees/Volunteers/Councillors .....	4
Privacy and Confidentiality .....	4
Procedure for Addressing Complaints and Investigation .....	4
Investigation.....	4
Corrective Action .....	4
Employees/Managers .....	4
Councillors/Volunteers.....	5
Education and Training.....	5
Review.....	5

<b>Policy: Workplace Harassment Prevention Plan, 2025</b>		
<b>Resolution Date: August 21, 2025</b>	<b>Resolution No.: 08-21-25- 09</b>	<b>Effective Date: August 21, 2025</b>
<b>Amended: May 19, 2021</b>		

The Workplace Harassment Prevention Plan, 2025 Policy has been approved and adopted by the Town Council of Long Harbour-Mount Arlington Heights on the 21<sup>st</sup> day of August 2025.

  
Walter Keating, Mayor

  
Deputy Mayor Kevin McDonald

  
Juanita Gosse, Town Clerk/Manager

**Policy Statement**

The Town Council of Long Harbour-Mt. Arlington Heights is committed to providing a work environment in which all employees, volunteers, and councillors are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including employees, supervisors, managers, councillors, and volunteers.

The Town of Long Harbour-Mt, Arlington Heights as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

**Application**

1. This policy applies to all current employees, including full and part time, casual, contract, permanent and temporary; it applies to volunteers, councillors and guests of the Municipality of Long Harbour-Mt. Arlington Heights.
2. This policy aims to prevent harassment and discrimination by promoting increased awareness, and early problem resolution. The policy not only promotes well-being of all in the workplace, but it also reinforces those values of integrity and trust that are the foundation of a sound organization.
3. This policy applies to all behaviors that is somehow connected to work, including offsite meetings, training and business trips.

## **Definitions**

### Harassment

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Examples of harassing behavior may include:

- Unwelcome conduct, comments, gestures or contact which causes offense or humiliation;
- Misusing power or authority;
- Referring to a person using terms or pronouns that do not align with the person's affirmed gender;
- Physical or psychological bullying which creates fear or mistrust, or which ridicules or devalues the individual;
- Excluding, intimidating or isolating individuals;
- Making inappropriate gestures/comments;
- Making inappropriate sexual advances;
- Discriminating based on gender;
- Cyberbullying, such as posting offensive or intimidating messages through social media or email; and/or
- Deliberately setting the individual up to fail;

Reasonable action taken by the employer, supervisor or manager relating to the management and direction of workers on a work site is not workplace harassment. These may include:

- Changing work assignments;
- Scheduling, assessing and evaluating work performance;
- Inspecting workplaces;
- Implementing health and safety measures; and or
- Taking disciplinary action such as dismissing, suspending, demoting, or reprimanding with just cause.

### **Procedure for Reporting a Complaint**

If you believe you are being harassed, tell the person harassing you to stop, if it is safe and you feel comfortable to do so. You can do this in person or in writing. If you cannot deal with them directly, or if your request is unsuccessful, follow the procedures for reporting harassment. Complete the Harassment Report Form (Appendix A) when making a formal complaint of harassment.

Report the incident or situation to:

Employee to Employee – Report to the Town Clerk/Manager  
Manager to Employee – Report to the Mayor

Employee to Manager – Report to the Mayor  
Councillor to Councillor – Report to the Mayor or Deputy Mayor  
Councillor to Employee – Report to Mayor or Deputy Mayor  
Public to Employee – Report to the Town Clerk/Manager  
Volunteer – Town Manager/Mayor

## **Responsibilities and Expectations**

### **The Town Council of Long Harbour - Mount Arlington Heights**

- Is committed to providing a work environment that is free of harassment;
- Will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures;
- Take appropriate action during an investigation;
- Participate in education and training;
- Comply with the prevention plan; and
- Cooperate with any investigation and respect confidentiality;

### **Manager/Supervisors**

- Will adhere to this policy and the supporting procedures;
- Are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves;
- Foster a harassment and discrimination free work environment;
- Take appropriate action during an investigation;
- Participate in education and training;
- Comply with the prevention plan; and
- Cooperate with any investigation and respect confidentiality;

### **Employees/Volunteers/Councillors**

- Must work in compliance with this policy and the supporting procedures. All are required to raise concerns about harassment and to report any incidents to the appropriate person;
- Treat others with respect and dignity;
- Let others know you do not approve of disrespectful behaviors, inappropriate jokes or comments;
- Report incidents or harassments or discrimination to your supervisor or the appropriate councillor or designate;
- Participate in education and training;
- Comply with this prevention plan; and
- Cooperate with any investigation and respect confidentiality.

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.

## **Privacy and Confidentiality**

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

## **Procedure for Addressing Complaints and Investigation**

An employee, volunteer or councillor may file a complaint by contacting the Town Manager/Mayor, or Deputy Mayor. The complaint may be verbally or in writing. The complainant must be prepared to provide details such as what happened, where it happened, how it happened and who was present. The Mayor or Deputy Mayor has the authority to appoint a designate to investigate the incident.

Incidents of harassment should be reported as soon as possible, and to ensure proper investigation, should be reported no later than 12 months after the most recent incident.

### **Investigation**

Once the complaint has been received, it will be investigated thoroughly and promptly by the appropriate investigator as listed above within the following timelines:

- When a complaint is received by the supervisor or the external third party, a meeting will be scheduled with the complainant within five (5) business days to begin the investigation process.
- Interviews with the complainant, the alleged harasser and any witnesses will be conducted to confirm the details of the alleged harassment within fifteen (15) business days.
- Investigation report will be available within ninety (90) days to the complainant and the alleged harasser.

Where these timelines cannot be met, reasons for the delay and the projected new date of completion must be documented for the file.

### **Corrective Action**

If the investigation reveals evidence to support the complaint, the harasser will be disciplined appropriately.

Employees/Managers who harass another person will be subject to corrective action by the employer, including but not limited to the following:

- a. A written letter of apology to the complainant;
- b. Requirement to participate in harassment sensitivity training;
- c. Verbal warning
- d. Written letter of warning
- e. Suspension with or without pay
- f. Demotion; and
- g. Termination

Councillors/volunteers who harass another person will be subject to corrective action by the Council, including but not limited to the following:

- h. A written letter of apology to the complainant;
- i. Requirement to participate in harassment sensitivity training;
- j. Public apology to the complainant;
- k. Written letter of warning
- l. Suspension from Remuneration

### **Education and Training**

The Municipality of Long Harbour-Mt. Arlington Heights is committed to ensure all employees, volunteers, council members, supervisors and managers are trained and educated in the town's Harassment Prevention Plan.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Newfoundland and Labrador Human Rights Act* and/or the *Criminal Code of Canada*.

Complainants not acting in good faith will be reprimanded and subject to corrective action.

### **Review**

This policy will be reviewed annually.

**Last Review Date:** August 21, 2025

<b>Harassment Incident Report Form – Complainant's Report</b>
Date of report: _____
Date of incident: _____
Time of incident: _____

<b>Person filing the complaint</b>
Name: _____
Work Address: _____
Job/Volunteer Position: _____
Department: _____
What were you doing at the time of the incident?
_____
_____
_____
_____

<b>Who was the offender(s)?</b>
Name: _____ Name: _____
Address: _____ Address: _____
Description: (height, weight, male, female, hair colour, eye colour, tattoos or other distinguishing features, etc.)
_____
_____
_____

<b>Witness (es)</b>
_____

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Details of incident:**

Type of incident (threat, verbal abuse, physical injury, threatening behaviour, property damage), Location of Incident:


**Other important information:**

What do you think caused the incident?


Did anything happen before the incident?


Do you have suggestions of how to prevent it from happening again?


Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Investigator: \_\_\_\_\_









Signature of Investigator: \_\_\_\_\_

Date: \_\_\_\_\_

## Municipality of Long Harbour-Mount Arlington Heights

### Harassment Prevention Plan 2020

My signature attached to this form certifies that I have read and understood the Municipality of Long Harbour-Mount Arlington Heights Harassment Prevention Plan 2020.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_