

## **GUIDELINES FOR DEVELOPING AN ANTI-HARASSMENT POLICY**

### ***Why is an anti-harassment policy important in the workplace?***

Developing and implementing an effective workplace policy is the key in preventing harassment. Education is the other essential ingredient to ensure people know there is a policy and what it says.

### ***What is the employer's responsibility?***

The employer has the responsibility to create and maintain a harassment free workplace, and to take appropriate steps to prevent harassment. As an employer it is your duty to:

- Make it clear that harassment will not be tolerated
- Establish an anti-harassment policy
- Make sure every employee understands the policy and procedures for dealing with harassment
- Provide training to supervisors and managers of their responsibility to provide a harassment-free workplace
- Investigate and correct harassment problems as soon as they come to light, even if a formal complaint hasn't been received.

### ***What are the elements of effective anti-harassment policies:***

- Encourage employees to come forward with complaints. Management (and unions where applicable), need to demonstrate commitment to support a harassment-free workplace
- Ensure acceptance by all staff, unions and employee associations by involving them in the development of the policy
- Provide a clear definition of harassment
- Provide guidelines for individuals about making a harassment complaint and outline the rights and responsibilities of employees, supervisors and managers, as well as contractors, customers and volunteers
- Maintain confidentiality of complaints and protect employees from retaliation
- To hear complaints, designate a person who is viewed by others as neutral but as having the authority to act. Ideally a choice of two or three individuals will allow people to select a person they perceive as being neutral
- Provide a step-by-step procedure for making a complaint. Spell out the disciplinary consequences of harassment. Outline additional options and resources for dealing with harassment
- Guarantee fair and prompt action to anyone with a complaint of harassment

Remember that prevention is better than cure and should provide the basis of an anti-harassment policy.

This is a general guide only. For more detailed information contact the Yukon Human Rights Commission at 101-9010 Quartz Road in Whitehorse or email us at [humanrights@yhrc.yk.ca](mailto:humanrights@yhrc.yk.ca) or phone toll free at 1-800-661-0535 or 667-6226 or check our website at [www.yhrc.yk.ca](http://www.yhrc.yk.ca). There is no charge for our services .