

CONFIDENTIALITY

Appropriate steps will be taken to ensure the confidentiality of all inquiries, complaints and related records is respected, subject to procedural fairness or to any disclosure required by the Policy or by law.

Disciplinary measures may be taken against an individual who inappropriately discloses information.

CRIMINAL MATTERS

Where during the examination of a complaint under the Policy there are reasonable grounds to believe that an offence has been committed, the proper authorities will be notified.

GENERAL

Everyone subject to the Policy who receives a copy of the Policy is required to sign a form confirming they have received and have read the Policy.

All contract staff whose salary is paid from budgets other than the Legislative Services budget of the House of Assembly will receive this summary brochure from the Employer.

This brochure is a summary only. Please consult a copy of the Policy that is posted on the Nova Scotia Legislature website at: <http://www.nslegislature.ca/>

[Effective May 20, 2016]



The NOVA SCOTIA
LEGISLATURE

NOVA SCOTIA HOUSE OF ASSEMBLY

POLICY ON THE PREVENTION AND RESOLUTION OF HARASSMENT IN THE WORKPLACE

Everyone has a right to be treated with respect in the workplace and has a responsibility to treat others the same way.

WHO DOES THIS APPLY TO? This Policy applies to

- every elected Member of the House of Assembly (MLA);
- every staff person, be he or she permanent, contract, casual, intern, page or other, whose salary or remuneration is paid from the Legislative Services budget of the House of Assembly;
- any contract staff person whose salary is paid from budgets other than the Legislative Services budget of the House of Assembly and who works at the workplace including security staff; and
- volunteers who work with MLAs

WHERE IS THE WORKPLACE?

In this Policy the workplace is any place where the business of the House of Assembly is being carried out including;

- all offices, premises and locations that are used by persons to whom this Policy applies as their workplace;
- all locations and situations, including business travel, conferences and work-related social gatherings, where House of Assembly – related activities are carried out.

This Policy does not apply to debate and proceedings in the House of Assembly.

WHAT IS HARRASSMENT?

In this Policy Harassment means any behaviour, act, conduct or comment, whether sexual in nature or not, whether occurring on a one-time or recurring basis, by a person to whom this Policy applies, directed at and offensive to another person to whom this Policy applies, and that the person knew or ought reasonably to have known

- would be unwelcome and cause offence or harm;
- would demean, belittle, intimidate, threaten, distress, humiliate or embarrass;

- would affect a person's reputation;
- would endanger a person's job, undermine job performance, threaten economic livelihood or interfere with one's career;
- would be discrimination on account of one or more factors listed in the *Human Rights Act*;
- would be bullying as defined under the *Education Act*; or
- would be cyberbullying as defined under the *Cyber-safety Act* or under another Act.
- provide, in situations where harassment is found to have occurred, remedial, corrective or disciplinary measures, up to and including termination of employment in the case of staff or in the case of an elected Member, a referral and motion by the Internal Affairs Committee to the House of Assembly;
- provide for remedies against a complainant where the complaint is found to be frivolous, vexatious or not made in good faith.

WHAT IS THE PURPOSE OF THIS POLICY? The purpose of this Policy is to

- prevent harassment between persons to whom this Policy applies;
- encourage early identification of harassment complaints;
- initiate early resolution of harassment situations;
- set out processes for making informal and formal harassment complaints;
- establish a resolution process that is complainant-driven;