



Preventing Harassment in the Workplace

Creating a safe, respectful workplace is everyone's responsibility.

Summary / Overview

Everyone deserves to work in a positive and productive work environment. Harassment is not part of a healthy workplace, and we all have a role to play in preventing it.

A safe and harassment-free environment supports mental and physical well-being, reduces stress, and helps people do their best work.

The Nova Scotia Occupational Health and Safety Act and its regulations state that:

"workplace harassment" means a single significant occurrence or a course of repeated occurrences of objectionable or unwelcome conduct, comment or action in the workplace, including bullying, that, whether intended or not, degrades, intimidates or threatens, and includes all of the following, but does not include any action taken by an employer or supervisor relating to the management and direction of an employee or the workplace:

- (i) workplace harassment or bullying that is based on any personal characteristic, including, but not limited to a characteristic referred to in clauses 5(1) (h) to (v) of the Human Rights Act,
- (ii) inappropriate sexual conduct, including, but not limited to, sexual solicitation or advances, sexually suggestive remarks or gestures, circulating or sharing inappropriate images or unwanted physical contact

Responsibilities

Employers

Ensuring compliance with the Occupational Health and Safety Act and Regulations so that your workplace is free of harassment and bullying.

- Develop and follow a workplace harassment policy that includes a clear definition and statement of commitment.

- Take action to prevent or minimize harassment and bullying.
- Develop and put in place procedures for workers to report incidents of workplace harassment, fair investigation procedures for dealing with those incidents.
- Inform and train all levels of leadership and employees about harassment in the workplace.
- Review your policy statement and procedures regularly.

Leaders / Managers / Supervisors

- Don't bully or harass other workers, supervisors, or the employer. Treat everyone with civility and respect.
- Follow and apply your employer's policies and procedures on workplace harassment.

Workers

- Don't bully or harass other workers, supervisors, or the employer. Treat everyone with civility and respect.
- If you see or experience harassment and bullying in the workplace, speak up and report concerns appropriately.
- Know where to find and follow your employer's policies and procedures on workplace harassment.

How to Report Workplace Harassment

Follow the established reporting process in your workplace. If your manager or supervisor is involved in harassment or bullying, bring your concerns to your human resources contact.

If the issue is not resolved, contact the Safety Branch at the Nova Scotia Department of Labour, Skills and Immigration.



SafetyBranch@novascotia.ca | 1-800-9LABOUR (1-800-952-2687)

PreventWorkplaceHarassment.ca

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Project:

Date:

Time:

Shift:

Employer:

Address / Location:

Usual # of employees:

Number attending:

Health and safety concerns brought forward:

Name of those attending:

Signature:

Company / Department:

Manager / Supervisor's remarks:

Manager:

Signature:

Supervisor:

Signature:



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