

Preventing Workplace Harassment Policy

Policy Number: G-05.08.01	Next Review Date: 2029
Approved by: NSRDDA Board	Approval Date: November 28, 2025; amended April 28, 2026

1. Purpose

The purpose of this policy is to prevent harassment in the workplace.

2. Scope

This policy applies to the NSRDDA Board and Committees (collectively referred to as ‘volunteers’ herein) and staff.

3. Definitions

“Workplace harassment” is defined in subsection 27.1 of the *Workplace Health and Safety Regulations* (under the *Occupational Health and Safety Act* (NS)):

27.1 In this Part,

“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.

4. Policy Statement

The NSRDDA is committed to maintaining a work environment that is free from harassment. All employees and volunteers have the right to work in a harassment-free workplace.

All employees and volunteers are:

- Entitled to employment or a volunteer experience free of harassment
- Have an obligation not to engage in workplace harassment; and
- Are encouraged to report incidents of workplace harassment

The NSRDDA will maintain the confidentiality of all workplace harassment complaints. Information related to a complaint will not be disclosed unless:

- Required by law
- Required for an investigation and/or
- Required for the purpose of taking corrective action with respect to the complaint

The NSRDDA shall not reprimand or seek reprisal against an employee or volunteer who has made a workplace harassment complaint in good faith.

This policy does not prevent employees or volunteers from using their legal rights if they want to take other actions about workplace harassment.

5. Commitment

The NSRDDA will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing harassment.

This commitment includes:

- Taking reasonable measures to ensure that no employee or volunteer will be subjected to workplace harassment
- Investigating all complaints of workplace harassment; and
- Taking appropriate corrective action towards employees or volunteers who subject other employees or volunteers to workplace harassment

6. Information

As part of the NSRDDA's commitment to a harassment-free workplace, information on the following is to be provided to ensure the NSRDDA workplace has procedures for reporting, investigating, and providing results of workplace harassment including how to recognize, prevent and respond to workplace harassment.

(a) Reporting Workplace Harassment

Employees or volunteers who experience or witness workplace harassment are encouraged to report the incident using one of the following methods:

- Registrar or Board/Committee Chair: Employees or volunteers may report the incident directly to the Registrar, Board Chair or Committee Chair.

- Alternative reporting: If the Registrar or Board/Committee Chair is the subject of the complaint, employees or volunteers may report the incident to an alternative person in authority.

(b) Complaint Investigation Procedure

All reported incidents or complaints of workplace harassment will be promptly investigated. The investigation will be conducted in a fair, impartial and timely manner.

Where there is a finding of harassment, the investigation will determine both the root cause as well as any contributing factors to best inform corrective actions.

(c) Communication of Investigation Results

Following the investigation:

- The complainant and the individual alleged to have engaged in harassment will be informed of the outcome of the investigation (i.e., findings, conclusions, and corrective actions).
- Both parties will be advised of any corrective action taken or that will be taken because of the investigation, where appropriate.
- These procedures are designed to ensure a respectful, safe and legally compliant workplace for all employees and volunteers.

7. Training

The NSRDDA shall ensure that employees and volunteers receive workplace harassment training. This training must include:

- A review of the organization's workplace harassment prevention policy; and
- Instruction on how to recognize, prevent, and appropriately respond to workplace harassment
- Successful completion of an online quiz demonstrating understanding of the policy

This training will be provided to all employees and volunteers in a timely manner and refreshed as needed to support a safe and respectful work environment.

8. Monitoring and Policy Review

The Chair of the Governance and Human Resources (GHR) Committee will ensure that this policy is reviewed at least once every three (3) years and updated, if necessary.

9. Accountability

The Registrar and the Board Chair are accountable for ensuring compliance with this policy.