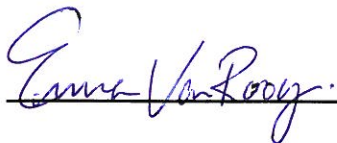




KINGS TRANSIT AUTHORITY

***WORKPLACE HARASSMENT  
DISCRIMINATION  
POLICY***

Created and Approved: FEBRUARY 2015

  
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CHAIRPERSON

  
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GENERAL MANAGER



# KINGS TRANSIT AUTHORITY

## Workplace Harassment /Discrimination Policy

Kings Transit Authority values its employees and is therefore committed to providing a work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices. It is the employer's responsibility to keep the workplace free from harassment and discrimination. Therefore, Kings Transit does not, and the employees of Kings Transit must not, condone any act of harassment or discrimination.

If an employee is subject to harassment by individuals conducting business with Kings Transit, Kings Transit acknowledges its responsibility to do all in its power to support and assist the person subject to such harassment.

### Specific Objectives

The objectives of this policy are to:

- 1) Maintain a working environment that is free from harassment and discrimination;
- 2) Alert all employees of the municipality to the fact that harassment and discrimination in the workplace is an offence under law;
- 3) Establish a mechanism for receiving complaints of harassment and discrimination and provide a procedure by which Kings Transit will deal with these complaints
- 4) Provide education about harassment and discrimination and the policy.

### Definitions

Workplace Harassment/ discrimination: harassment and discrimination may be based on race color, creed, nationality, aboriginal or ethnic origin, ancestry, religion, age, gender, marital status, family status, source of income, sexual orientation, physical or mental disability, irrational fear of contracting diseases, political belief, affiliation or activity or association with those having characteristics listed above. Workplace harassment/discrimination can be verbal or physical deliberate, unsolicited, or unwelcomed and may consist of one incident or several incidents. While the following list is not comprehensive, workplace harassment may include:

- Unwelcome remarks, jokes or innuendos in relation to any of the categories mentioned in the above section
- Displaying of racist or other offensive material
- Inappropriate request
- Intimidation
- Verbal abuse or threats
- Practical jokes which cause awkwardness or embarrassment
- Action intended to clearly undermine the self-respect of an individual
- Physical assault