
	HUMAN RESOURCE POLICY HR-025	DEPARTMENT:		INQUIRIES TO:	TOPIC:	
		All		Human Resources	Workplace Violence & Harassment Prevention Policy	
		ISSUED:		REVIEW DATE:		APPROVED BY:
		September 1, 2021		September 1, 2024		 <hr/> President & CEO

1.0 Purpose

- 1.1 This Policy sets the framework to support and maintain a workplace that is free of discrimination, violence and harassment; not only the specific conduct prohibited by the Yukon Workers' Compensation Health and Safety Board and the Yukon Human Rights Act, but any form of personal harassment which may cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group.

Yukon Energy Corporation is committed to a professional working environment where all employees and contractors (workers) working within the Corporation's facilities and programs are treated with respect and dignity. Each worker has the right to a violence and harassment-free workplace.

2.0 Description and Definitions

- 2.1 Workplace violence is generally understood as the threatened, attempted or actual application of physical force toward a worker that is likely to cause harm or lead a worker to believe that they are likely to be harmed. Violence can cause both physical and psychological injuries.
- 2.2 Workplace harassment is generally understood as any objectionable comments or behaviours that we know, or should reasonably know, are unwelcome. This includes any inappropriate comments or objectionable behaviour relating to a worker's sex, sexual orientation, gender identity, gender expression, age, disability, religious belief or ethnic background. Some examples are:
- Making inappropriate gestures or comments.
 - Misusing power or authority.
 - Using physical or psychological bullying.
 - Excluding, intimidating or isolating someone.
 - Making inappropriate sexual advances.
 - Discriminating based on gender identity and expression, age, disability, religious belief or ethnic background.
 - Referring to a person using terms that do not align with the person's stated gender.
 - Using cyberbullying, such as posting offensive or intimidating messages through social media or email.
 - Deliberately setting someone up to fail.

- Name calling
- Gossiping
- Repeated physical assault on a person; their body or property.

3.0 Responsibilities

All staff will respect Yukon Energy's Workplace Violence and Harassment Prevention Policy and procedures. Reasonable and respectful actions of the employer or supervisor to manage workers is not harassment. Every worker has the responsibility and the right to report any concerns or incidents of workplace violence or harassment.

Everyone at Yukon Energy is responsible for a safe work environment, free of violence and harassment. All employees and contractors at Yukon Energy are required to comply with this Policy and the supporting procedures.

3.1 Worker's Responsibilities

- Keep themselves and others safe.
- Treat others with civility and respect and not engage in violence and harassment.
- Report experiences or observations of workplace violence or harassment to the Supervisor, Department Head or Human Resources.
- Comply with Yukon Energy's violence and harassment prevention Policy.
- Participate in training.

3.2 Supervisor's and Manager's Responsibilities

- Keep themselves and others safe.
- Treat others with civility and respect and not engage in violence and harassment.
- Ensure the health and safety of all workers.
Apply and comply with the employer's violence and harassment prevention policy and procedures.
- Give necessary training to workers in relation to this Policy and procedures; and
- Participate in training.

3.3 Directors and Senior Managers

- Keep themselves and others safe.
- Treat others with civility and respect and not engage in violence and harassment.
- With the participation and input of the JHSC, develop written procedures respecting the prevention of violence and harassment. Implement those procedures and take steps to eliminate or minimize the hazard of workplace violence and harassment.
- Provide adequate supervision in order to ensure that workers comply with the Workplace Violence and Harassment Prevention policy and procedures.
- Provide procedures for reporting complaints of violence and harassment.
- With the participation and input of the JHSC, develop a confidential reporting and investigation system; and a process for resolving complaints, including access to trained counselors.

- g. Set out procedures for notification of investigation results and any corrective actions.
- h. Participate in violence and harassment prevention training.
- i. Train employees on violence and harassment prevention and this Policy and procedures to prevent workplace violence and harassment.
- j. Maintain a zero-tolerance stance; taking appropriate action where Policy goals have not been met, including discipline up to and including termination.
- k. Review the Workplace Violence and Harassment Prevention Policy and procedures at least once every three years and update as necessary.
- l. Protect workers from retaliation and provide support when workplace violence or harassment occurs, including domestic violence that may affect the workplace.

4.0 Procedures

4.1 Yukon Energy has developed workplace harassment prevention procedures. These procedures include steps to protect all workers from violence and harassment and a process for workers to raise concerns and report incidents.

4.2 Each worker at Yukon Energy must comply with the Workplace Violence and Harassment Prevention Policy and its procedures. All employees must treat each other with respect and not engage in any workplace violence or harassment. Each worker has the right to report any concerns or incidents of workplace violence or harassment.

4.3 The Corporation and the Union (per Article 6.02) will endeavor to keep all complaints under formal investigation confidential except where disclosure may be required by law or is necessary to ensure the fair protection of all parties' rights.

Yukon Energy will maintain the confidentiality and integrity of this process by withholding information related to a complainant, a respondent, any witness or any circumstances about a complaint, including personal information, unless it is necessary for the purpose of the investigation, to share the results of an investigation, for corrective action relating to the complaint, to inform workers of a risk of violence or harassment or where required by law.

Any allegation or complaint of harassment or workplace violence is subject to the considerations of personal information supplied in confidence under the ATIPP Act (Access to Information and Protection of Privacy Act).

This Workplace Violence and Harassment Prevention Policy does not limit a worker's rights under any other laws.

4.4 Yukon Energy is committed to eliminating, where possible, or otherwise minimizing, the hazard of workplace violence and harassment. If a worker believes they have been

subject to workplace violence or harassment, they must follow the procedures outlined in this Policy for reporting the incident.

4.5 Incidents of violence or harassment should be reported as soon as possible. Yukon Energy will investigate all complaints and incidents of workplace violence and harassment in a fair, respectful and timely manner. Here is what to expect:

- A meeting will be scheduled with the complainant within five days after a complaint is received.
- Interviews will be conducted to investigate the details of the complaint within 15 days.
- An investigation report will be available within 90 days.
- Both parties will have 14 days to respond to the report.

4.6 When the investigation is complete, the Manager, Human Resources will promptly inform the complainant and the respondent of the findings of the investigation. Any staff member found to have breached this policy will be subject to appropriate corrective action by Yukon Energy.

Corrective actions may include, but are not limited to, the following:

- Apologizing to the complainant.
- Training on internal policies and procedures.
- Training on conflict resolution or assertiveness.
- Disciplinary action up to and including termination.

Employees who have been adversely affected by workplace violence or harassment may find support through the following:

- Employee and Family Assistance Program
- Consultation with a health care professional.

5.0 Regulatory Requirements

- Yukon Workers' Compensation Health & Safety Board Regulations
- Occupational Health and Safety Act
- Workers Compensation Act
- Yukon Employment Standards Act
- Yukon Human Rights Act
- Canada Labour Code

6.0 Accountability

6.1 The Manager of Human Resources will make periodic reports to the CEO on measures taken to implement the policy and its effectiveness. The CEO will also be kept informed of any serious incidents, the actions taken and the outcomes.

7.0 Resources

- <https://www.wcb.yk.ca/web-0044/resourcesweb-0051/wvhp-guide>
- Canadian Centre for Occupational Health and Safety
- Canadian Mental Health Association – Yukon
- Yukon Human Rights Commission Information sheets:
 - Recognizing Harassment
 - Recognizing Sexual Harassment
 - What Can I Do if I'm Being Harassed?
- Yukon Employees Union Agreement (YEU Local Y024)