



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

NSFM HARASSMENT POLICY

August 2018

The Nova Scotia Federation of Municipalities (NSFM) is committed to providing a work environment where all individuals are respected and treated with dignity, not subject to harassment, violence or discrimination.

NSFM commits to:

- Maintaining a work environment that is secure and free from harassment. This will include any event or meeting held by NSFM.
- Communicating to its members, staff and guests at NSFM events and workplace that harassment will not be tolerated.
- Establishing mechanisms to deal with both informal and formal complaints of harassment.

Harassment is to be interpreted broadly - every individual is entitled to be treated respectfully and to feel safe. It can include comments or conduct which disparages or ridicules and individual. It can be physical or sexual in nature, including intimidation.

NSFM expects all members, staff and those working on behalf of NSFM to support and enable a harassment-free environment. All are expected to discourage and prevent harassment.

An individual who believes they have been harassed by an employee, Board, Committee member, or NSFM member at an NSFM event, is encouraged to bring their complaint to NSFM.

Any complaint can be raised with either the Executive Director or the President of NSFM. The Executive Director or the President of NSFM, with the consent of the complainant, will address the matter with the person whose behaviour is unwelcome or offensive. Steps will be taken to resolve the matter. These steps could include a formal apology, a verbal warning, a written

warning, the barring of the person from serving on the NSFM Board or committees, or from attending NSFM events. If the offending person is a member of NSFM, a complaint may also be made to the member's Council.

If the matter is not resolved, NSFM may engage a mediator to find a resolution.

All involved in a complaint are obligated to maintain the confidentiality of the matter and not disclose the details pertaining to the complaint and the fact of the complaint except to those necessarily involved in the complaint. All records of complaints, including contents of meetings, interviews, results of investigation and other relevant material will be kept confidential by NSFM, except where disclosure is required by a disciplinary or other remedial process.

Approved by the NSFM Board—August 24, 2018