



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle

**Date:** June 22, 2016

**Re:** Workplace Violence and Harassment policies

---

Legislation requires that the Library reviews annually its policies on workplace violence and on workplace harassment.

No changes are recommended to the Workplace Violence Policy.

However, recent changes to the Occupational Health & Safety Act require employers to specifically include sexual harassment in their policies. In addition, the policy must set out that the complainant and the respondent will be informed in writing of the results of the investigation and any corrective action taken. Finally, the policy must provide a mechanism for reporting in the case where the alleged harasser is the employer or supervisor.

A revised Policy has been drafted in consultation with the Joint Health & Safety Committee, with these three changes made as indicated. In addition, the Workplace Violence and Harassment Reporting Form has been revised to suggest that in the event that the CEO is the alleged harasser, the form may be submitted directly to the Board Chair. This is consistent with the Board's duty of completing the CEO's performance appraisal and with the Chair's role in leading that process. It is recommended that if such an allegation were to come forward that the Chair form a committee of the Board in order to investigate the allegation.

The following motions are recommended:

**THAT the Board approve the Workplace Violence Policy and Workplace Harassment Policy as presented.**

**AND THAT the Board approve appointment of the Board Chair as confidential recipient of any workplace harassment complaint against the CEO, such complaint to be investigated by an ad-hoc committee of the Board.**