



POLICY TITLE: RESPECTFUL WORKPLACE POLICY

POLICY NUMBER: 2025 – 4

VERSION NUMBER: 3.0

DATE APPROVED: DECEMBER 3, 2025

EFFECTIVE DATE: DECEMBER 3, 2025

Policy Statement:

At Fundy Shores, we believe that every person deserves to work in an environment built on respect, trust, and inclusion. We value the contributions of all employees, volunteers, and community partners, and we are committed to ensure a safe, healthy, and supportive workplace.

To us a respectful workplace means:

- Treating one another with kindness, courtesy, and fairness;
- A workplace grounded in mutual respect, inclusion and collaboration
- Valuing diverse perspectives and experiences;
- Communicating openly and honestly; and
- Working together to prevent and address any form of harassment, bullying, or discrimination.
 - Responding promptly and fairly to all complaints or concerns
 - Supporting individuals who experience or report harassment
 - Protect the confidentiality of all parties to the greatest extent possible
 - Ensure that no one faces retaliation for coming forward in good faith.

Fundy Shores' strength as a community lies in how we care for one another – whether we are serving the public, supporting a colleague, or lending a hand at a community event. By choosing kindness and respect, we help make Fundy Shores not only a great place to live, but also a great place to work.

Harassment of any kind has no place here, in our organization and will not be tolerated.

This policy outlines our shared responsibility to ensure a safe, supportive and respectful workplace for all.

Scope:

This policy applies to all employees, elected officials, volunteers, contractors, students, and other representing or working with the Rural Community of Fundy Shores. It extends to all work-related interactions – whether in the office, during community functions, traveling for work, or through electronic communications.

Legislative Alignment Statement

Compliance with the New Brunswick Occupational Health and Safety Act



This Workplace Harassment Policy and its companion procedures are developed in accordance with the New Brunswick Occupational Health and Safety Act, including:

- Section 8.1 – Employer Duties Regarding Harassment
Employers must develop and implement a written policy on workplace harassment, in consultation with employees, that:
 - Defines harassment,
 - Outlines procedures for reporting and investigating complaints, and
 - Describes corrective measures to be taken.
- Section 8.2 – Worker Rights and Responsibilities
Workers have the right to a workplace free from harassment and the responsibility to refrain from any behaviour that could reasonably be seen as harassment.
- Section 8.3 – Confidentiality and Retaliation
All complaints must be handled confidentially, and no worker shall be subjected to retaliation for filing a complaint or participating in an investigation.

This policy meets or exceeds the requirements set out in the Act by:

- Providing clear definitions and examples of harassment;
- Detailing step-by-step reporting and response procedures;
- Ensuring confidentiality, fairness, and protection from reprisal; and
- Committing to regular review, training, and continuous improvement.

The Rural Community of Fundy Shores recognizes its legal and ethical responsibility to maintain a safe, respectful, and harassment-free workplace for all.

Definition of Harassment

“Harassment”, in a place of employment, means any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome, including bullying or any other conduct, comment or display made on either a one-time or repeated basis that threatens the health or safety of an employee, and includes sexual harassment, but does not include reasonable conduct of an employer in respect of the management and direction of employees at the place of employment (General Regulation 91-191, *Occupational Health and Safety Act*, Section 2).

Harassment may include, but is not limited to:

- Offensive or intimidating jokes or comments
- Bullying or aggressive behaviour, intimidations, threats or verbal abuse
- Displaying or circulating offensive pictures and/or materials
- Inappropriate staring
- Workplace Sexual harassment: Unwelcome solicitation or advances from a manager or supervisor or another person who has the power to reward or punish the worker, sexual remarks, advances, or requests.
- Discriminatory harassment: Comments or conduct that demeans or excludes based on race, gender, age, disability, sexual orientation, religion, or any other protected ground.
- Isolating or making fun of a worker because of gender identify or other personal characteristics



- Psychological harassment: Repeated or severe behaviour that undermines a person's dignity or emotional well-being.
- Online harassment: Inappropriate or harmful messages, images, or posts shared electronically.
- A single serious incident may constitute harassment if it has a lasting negative effect.

Responsibilities

All Employees and Representatives

- Treat others with respect and professionalism at all times.
- Speak up or seek support if they experience or witness harassment.

Supervisors and Managers

- Model positive and respectful behaviour.
- Address concerns immediately and sensitively.
- Ensure those affected feel safe and supported.

Chief Administrative Officer / Designated Officer

- Receive complaints with empathy and impartiality.
- Coordinate a fair, confidential, and timely review or investigation.
- Ensure appropriate action and follow-up.

Reporting Harassment

Anyone who experiences or witnesses' harassment must report the incident as soon as possible. Reports can be made verbally or in writing to a supervisor, the Chief Administrative Officer, or another designated official. If the concern involves a supervisor or senior official, reports may be directed to an alternative contact named in the organization's reporting procedure.

All complaints will be taken seriously, and efforts will be made to resolve them informally where appropriate and formally when necessary.

Investigation and Resolution

Each complaint will be reviewed promptly and handled with fairness and discretion. Both the complainant and the respondent will have the opportunity to share their perspectives. Investigations will be impartial, and findings, including any corrective action taken, will be communicated to both parties in writing. Where harassment is found to have occurred, appropriate corrective or disciplinary measures will follow.

Support for Employees

We understand that experiencing or reporting harassment can be difficult. Employees are encouraged to seek support through:

- The Chief Administrative Officer or designated official.
- A trusted supervisor or colleague.
- The Employee Assistance Program (if available) or local counselling resources.



Fundy Shores will make every reasonable effort to provide support and ensure that individuals feel safe throughout the process.

Confidentiality and Non-Retaliation

All reports and investigations will be handled as confidentially as possible. Information will only be shared with those directly involved in managing or resolving the concern.

Retaliation or reprisal against anyone who raises a concern or participates in an investigation will not be tolerated and may result in disciplinary action.

Continuous Learning and Review

The Rural Community of Fundy Shores is committed to continuous learning and improvement. This policy will be reviewed regularly to reflect any changes in the conditions of the workplace, legislative updates and best practices. Training on the Respectful Workplace Policy will be delivered to all employees as part of new employee orientation and training and must be reviewed annually by all staff. Open discussions on respect and inclusion will be encouraged as part of maintaining a healthy workplace culture.

Contact:

For more information or if you have any questions about this policy, please contact the Chief Administrative Officer for the Rural Community of Fundy Shores

Maintenance:

This policy will be reviewed every year, in accordance with Regulation 91-191, with the next schedule review to be conducted in December 2026, any necessary changes to the policy prior to December 2026 will be carried out forthwith to prevent any gaps in safety to those impacted.

Version Number	Editor	Changes	Date
1.0	Linda Sullivan Brown, CAO Fundy Shores	Initial Draft	10/08/2025
2.0	Hannah Van Beelen, Solicitor Gorman Nason	Legal Review and Changes	10/31/2025
3.0	Linda Sullivan Brown, CAO Fundy Shores	Compare and Address changes required after legal review	11/20/2025

Approval & Adoption

This Respectful Workplace Policy has been approved by Rural Community of Fundy Shores on December 3, 2025. It shall be implemented and adhered to by all relevant stakeholders to ensure responsible asset stewardship for the benefit of current and future generations.



Rural Community of Fundy Shores
31 Malcolm Meehan Road
Musquash NB
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Annotation for Official Policy Book

This is to certify that the foregoing is a true and accurate copy of the Respectful Workplace Policy for the Rural Community of Fundy Shores, which was adopted by Council at its duly convened meeting held 3rd day of December 2025.

Linda N. Sullivan Brown
Chief Administrative Officer/Clerk
Rural Community of Fundy Shores

Date

Appendix –

- A) Workplace Harassment Compliance Checklist
- B) Procedure
- C) Formal Reporting Document Template
- D) Investigation Process



Appendix A

Workplace Harassment Compliance Checklist

(Aligned with the NB Occupational Health and Safety Act & Regulations)

1. Policy Development and Approval

Requirement	Status	Notes
✓ Written workplace harassment policy developed in consultation with employees	<input type="checkbox"/>	
✓ Policy defines harassment clearly and includes examples	<input type="checkbox"/>	
✓ Policy includes reporting and investigation procedures	<input type="checkbox"/>	
✓ Policy outlines corrective measures and confidentiality	<input type="checkbox"/>	
✓ Policy reviewed and approved by Council or Senior Management	<input type="checkbox"/>	
✓ Policy distributed to all employees and posted in a visible location	<input type="checkbox"/>	

2. Employee Awareness and Training

Requirement	Status	Notes
✓ All employees, supervisors, and officials trained on the policy	<input type="checkbox"/>	
✓ Training includes what harassment is and how to report it	<input type="checkbox"/>	
✓ Supervisors trained in how to receive and respond to complaints	<input type="checkbox"/>	
✓ Refresher or onboarding training scheduled annually	<input type="checkbox"/>	
✓ Training records maintained and signed attendance kept	<input type="checkbox"/>	

3. Reporting and Investigation Procedures

Requirement	Status	Notes
✓ Procedure identifies multiple reporting options (supervisor, CAO, designate)	<input type="checkbox"/>	
✓ Complaints can be made verbally or in writing	<input type="checkbox"/>	
✓ Investigation steps are clearly defined and impartial	<input type="checkbox"/>	
✓ Confidentiality of all parties protected	<input type="checkbox"/>	
✓ Timeframes for acknowledgement and response established	<input type="checkbox"/>	
✓ Records of complaints and outcomes maintained securely	<input type="checkbox"/>	

4. Support and Protection

Requirement	Status	Notes
✓ Employees informed of support resources (EAP or local counselling)	<input type="checkbox"/>	
✓ Non-retaliation clause clearly stated in policy and training	<input type="checkbox"/>	
✓ Interim safety or workplace adjustments available when needed	<input type="checkbox"/>	



5. Review and Continuous Improvement

Requirement

Status Notes

- ✓ Policy reviewed at least every **year** or after a significant incident
- ✓ Employee feedback considered in policy review
- ✓ Lessons learned from incidents used to improve prevention
- ✓ Updated versions distributed and posted promptly

6. Record-Keeping and Documentation

Requirement

Status Notes

- ✓ All training, complaints, and investigations documented securely
- ✓ Confidential files stored separately from personnel files
- ✓ Records retained for minimum period required by law
- ✓ Council or management receives annual report confirming compliance

Certification

This checklist confirms that the Rural Community of Fundy Shores has taken all reasonable steps to meet or exceed the requirements of the New Brunswick Occupational Health and Safety Act and to maintain a respectful, safe, and harassment-free workplace.

Completed by: _____

Title: _____

Date: _____

Next Review Date: _____



Appendix B

Reporting and Response Procedure

(Companion to the Workplace Harassment Policy)

Purpose

This procedure outlines how employees and representatives of the Rural Community of Fundy Shores can report concerns related to workplace harassment and how those concerns will be handled.

The goal is to ensure that every concern is treated seriously, promptly, and respectfully.

1. Reporting Options

Employees and representatives have several options for reporting harassment or seeking advice:

a. Informal Discussion

If you feel comfortable doing so, you may:

- Speak directly with the person involved to explain how their behaviour affected you.
- Ask a supervisor or trusted colleague to help facilitate a respectful conversation.

Sometimes, early communication can resolve misunderstandings quickly and prevent escalation.

However, you are **never required** to confront someone directly.

b. Formal Complaint

A formal complaint can be made in writing to on the provided document Appendix C:

- Your **immediate supervisor**, or
- The **Chief Administrative Officer (CAO)**, or
- A **designated alternate official** if the concern involves your supervisor or the CAO.

Written complaints should include:

- Your name and contact information;
- Name of the person against whom the complaint is directed (the “respondent”)
- Position(s) and contact information for the Respondent (if known)
- A description of what happened (including dates, frequency, locations, time, and names of those involved or who witnessed the incident and their contact information (if known));
- Any relevant documents (statements, emails, etc.); and
- Any steps you have taken so far.

2. Immediate Safety Concerns

If anyone feels unsafe at any time, they should remove themselves from the situation and seek assistance immediately.

- Emergency concerns should be directed to 911.
- The organization will take immediate action to ensure the safety of all parties involved.



3. Support During the Process

Anyone involved in a complaint—whether as a complainant, respondent, or witness—may seek support through:

- The Employee Assistance Program (if available);
- Local counselling or community mental health services;
- A trusted friend, family member, or representative.

Confidentiality and dignity will be respected throughout the process.

4. Investigation Process

1. **Receipt of Complaint:** The designated official receives and acknowledges the complaint within **five (5) business days**.
2. **Preliminary Review:** Determines whether the complaint falls under the Workplace Harassment Policy and whether an informal resolution is possible.
3. **Investigation:** If required, an impartial investigator (internal or external) will be appointed.
 - Both parties will have the opportunity to provide information and respond.
 - Relevant witnesses or documentation may be reviewed.
4. **Findings:** The investigator will prepare a report summarizing the facts and conclusions.
5. **Outcome:** The CAO or designate will determine appropriate follow-up, which may include mediation, training, or disciplinary action.

5. Confidentiality

All information will be kept as confidential as possible, shared only with those directly involved in managing or resolving the matter.

6. Non-Retaliation

No one will be penalized for raising a concern or participating in a process in good faith. Any retaliation will itself be treated as a serious breach of conduct.

7. Record Keeping

A confidential record of all formal complaints and their outcomes will be maintained securely by the Chief Administrative Officer.

8. Follow-Up and Learning

After each case, the organization will consider what lessons can be learned to strengthen workplace respect, communication, and trust.

Closing Note

Fundy Shores is a small community where collaboration and care are part of who we are. We approach each concern not only as a compliance matter but as an opportunity to uphold the values of respect, fairness, and compassion that define our community.



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Document(s)/Evidence

Include any supporting documents (emails, notes, photographs, physical evidence, etc.). If you are unable to attach documents and they are relevant place list them below.

Employee Signature: _____

Date of Report: _____



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Appendix D



Sample Template

This template can be used to guide you when investigating workplace harassment incidents or complaints. The person conducting the investigation must not have been involved in the incident or complaint and must not be under the respondent's direct control.

You may need to modify the template to address your workplace's needs.



Harassment Investigation

Company	
Workplace Address	
Phone	Email
Name and title of investigator:	
Date of investigation:	
Background Information	
Name of person who reported the workplace harassment	
If not the same person as above, name of the person(s) who allegedly experienced workplace harassment and their position(s)/department(s)	
Date of complaint/concern and how reported	
Name of respondent and position/department	

Tips

Conducting the Investigation

- Take detailed notes
- Obtain/complete a harassment complaint form from the person reporting the harassment (complainant).
- Interview the complainant and the respondent.
- List any possible witnesses from both parties (complainant and respondent).
- Interview relevant witnesses on what they have observed or are aware of.
- Review all documents from the complainant, respondent, witnesses and employer. Determine if there are other records you need.
- Keep the investigation confidential. Instruct all that are involved not to talk to others about the investigation.

Investigation Report and Result

Document your investigation and findings by providing the following:

- Employee concerns and complaint (attach more pages if necessary):
 - Date of first incident
 - Date of last incident
 - Date of other incident(s)
- Response from respondent(s) (attach more pages if necessary)
- List witnesses and summary of evidence gathered from them in statements (attach more pages if necessary)
- List documents collected and from whom they were obtained (attach more pages if necessary)
- Provide a summary of what was considered to determine if workplace harassment occurred and your findings.
- Recommended next steps
- Submit the full report to Human Resources and inform the complainant and respondent of the date the report was sent.