

**A POLICY FOR THE CREATION OF A  
RESPECTFUL WORKPLACE  
THROUGH  
THE PREVENTION OF DISCRIMINATION, HARASSMENT AND VIOLENCE  
“THE RESPECTFUL WORKPLACE PROGRAM”**

*This Policy replaces both the “RESPECTFUL WORKPLACE AND ANTI HARASSMENT  
POLICY” and the “POLICY ON WORKPLACE VIOLENCE”.*

**This new Policy has an effective date of January 1, 2021**

## **1. Mission Statement**

The Halifax Employers Association (herein after referred to as HEA) and its member employers, and the Council of ILA Locals for the Port of Halifax and its respective Locals (hereinafter referred to as the “Council” or “Union”) , are committed to allotting the time, attention and resources necessary to ensure a workplace free from discrimination, harassment, and violence, while striving to create and sustain a safe, healthy and supportive environment for all employees, management, contractors and customers. Together we will work with our partners and employees through the Respectful Workplace Program to identify and eliminate workplace hazards, risks and behaviours that could result in workplace discrimination, harassment and/or violence. HEA will not tolerate or condone any type of violence, harassment or discrimination in the workplace or arising out of, linked with or occurring during the course of employment.

The HEA, in association with our member employers, the Council and other applicable partners have developed a port-wide policy intended to:

- prevent and respond to workplace discrimination, harassment and violence of any type, and
- effectively address any incident that might occur.

## **2. Application**

This policy applies to all employees, management, contractors and customers who are engaged in work, work-related activities or work-related relationships in the longshoring industry at the Port of Halifax. This policy applies to all incidents of workplace discrimination, harassment and violence, including sexual harassment and sexual violence, family violence and third party violence at all workplaces on or off company property.

## **3. Definitions**

### **Applicable Partner**

Means each employer's Joint Health & Safety Committee

### **Designated Recipient**

Means the HEA. The HEA has been designated by the employers as the work unit that is the designated recipient to whom all notices of an occurrence or complaint may be provided. The designated recipient will notify the affected member(s) employing labour when a notice of occurrence has been received.

### **Occurrence**

Means an occurrence of discrimination, harassment, and violence in the workplace.

### **Principal Party**

Means an employee or employer who is the object of an occurrence or incident.

### **Responding Party**

Means the person who is alleged to have been responsible for the occurrence or incident in notice of an occurrence provided under subsection 15(1).

### **Witness**

Means a person who witnessed an occurrence or is informed of an occurrence by the principal party or responding party.

### **Workplace**

Means any place where an employee is engaged in work for the employee's employer as per s.122(1) of the Code.

### **Workplace Assessment**

Means the assessment of premises that are under the control of the employer.

### **Discrimination**

Harassment and violence may be forms of discrimination. Harassment and violence directed towards persons because of their race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and/or a conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered is discrimination.

### **Harassment and Violence Defined**

The *Canada Labour Code* (the Code) defines harassment and violence at subsection 122(1) as "any action, conduct or comment, including of a sexual nature that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment."

## Harassment

Harassment can include, but is not limited to any of the following acts or attempted acts:

- spreading rumours or gossip about an individual or group
- cyber bullying (threatening, spreading rumours or talking negatively about an individual online)
- threats made over the phone, by email, or through other medium to an employee, including from an (ex) partner or family member
- making offensive jokes or remarks
- playing unwanted practical jokes
- socially excluding or isolating someone
- stalking or inappropriately following a person
- tampering with someone's work equipment or personal belongings
- vandalizing or hiding personal belongings or work equipment
- impeding a person's work in any deliberate way
- persistently criticizing, undermining, belittling, demeaning or ridiculing a person
- intruding on a person's privacy
- public ridicule
- unwelcomed physical contact
- sexual innuendo or insinuation
- unwanted and inappropriate invitations or requests, including of a sexual nature
- displaying offensive posters, cartoons, images or other visuals
- making aggressive, threatening or rude gestures
- misusing authority, including:
  - constantly changing work guidelines
  - restricting information
  - setting impossible deadlines that lead to failure
  - blocking applications for leave, training or promoting in an arbitrary manner
- engaging in any of the actions, conduct and comments outlined above against a person because of that person's:
  - race
  - national or ethnic origin
  - colour
  - religion
  - age
  - sex
  - sexual orientation
  - gender identity or expression
  - marital status
  - family status
  - genetic characteristics
  - disability, or
  - any of the other prohibited grounds that the *Canadian Human Rights Act* lists

## **Harassment is not**

Harassment is not any of the following:

- consensual workplace banter and interactions (unless it includes hurtful remarks about others, especially if they pertain to any of the prohibited grounds listed above)
- reasonable management action carried out in a fair way, such as day-to-day actions by a supervisor or manager related to:
  - performance
  - absenteeism
  - assignments
  - discipline, and
  - dismissal
- every workplace disagreement, if a conflict is poorly handled or left unresolved, can lead to harassment

## **Violence**

Violence can include but is not limited to the following acts or attempted acts:

- verbal threats or intimidation
- verbal abuse, including swearing or shouting offensively at a person
- contact of a sexual nature
- kicking, punching, scratching, biting, squeezing, pinching, battering, hitting or wounding a person in any way
- attack with any type of weapon
- spitting at a person

## **4. Dangerous Weapons or Firearms and Violence**

Dangerous weapons or firearms are not allowed on the Halifax Waterfront. Individuals who possess weapons on the premises will be removed from the work site and if necessary, the police will be informed.

Acts of workplace violence by or directed at employees, management, contractors, and customers is prohibited and will not be tolerated. The HEA may take disciplinary or other appropriate action, up to and including dismissal, against any persons who display violent behaviors as outlined in this policy.

## **5. Role of Employer**

The role of Employer, working in conjunction with the HEA, in relation to discrimination, harassment and violence prevention includes:

- committing to preventing discrimination, harassment, and violence in the workplace
- jointly review with the Joint Health & Safety Committee and, when necessary, make joint recommendations to the HEA with respect to updating this policy at least once every 3 years or following any change to an element of this policy
- jointly conducting an initial workplace assessment with the Joint Health & Safety Committee and the HEA
- jointly monitoring and, when necessary, updating the workplace assessment with the Joint Health & Safety Committee and notify the HEA when there is:
  - a change to the risk factors identified, or
  - a change in the effectiveness of the preventive measures that have been developed and implemented
- jointly reviewing and updating the workplace assessment with the Joint Health & Safety Committee and the HEA:
  - in situations where the principal party chooses to end the resolution process but the occurrence is not resolved, or
  - in situations where the responding party is not an employee or the employer
- jointly reviewing the workplace assessment with the Joint Health & Safety Committee and, when necessary, updating it and notifying the HEA
- jointly developing emergency procedures with the Joint Health & Safety Committee and notifying the HEA
- deploying the workplace emergency procedures whenever an incident, including an incident of family violence or domestic violence, poses an immediate danger to the health and safety of an employee or there is a threat of such an incident
- jointly reviewing and, when necessary, updating the emergency procedures with the Joint Health & Safety Committee and notifying the HEA
- making available, to all employees, information related to support services
- jointly developing or identifying harassment and violence prevention training with the Joint Health & Safety Committee and the HEA
- the delivery of training regarding discrimination, harassment, and violence in conjunction with the HEA
- jointly review with the Joint Health & Safety Committee, the training, at least once every 3 years and following any change to an element of the training and, when necessary request that the HEA update the training program
- ensuring that the designated recipient correctly follows the resolution process that is outlined in the policy for investigations into an occurrence of harassment and violence, the HEA will provide a copy of the investigator's report to the principal party, responding party, and Joint Health & Safety Committee
- jointly determining with the Joint Health & Safety Committee and the HEA which recommendations, excluding disciplinary action, from the investigator's report should be implemented
- implementing the jointly determined recommendations from the investigator's report
- ensuring the resolution process is completed within 1 year after the day on which a notice of an occurrence is received

- reporting to the Labour Program employee deaths resulting from occurrences of harassment and violence, within 24 hours of becoming aware of the death
- providing, in conjunction with the HEA, in the manner required by the Regulations an annual report by March 1 of every year summarizing the data on all occurrences of harassment and violence in the previous calendar year
- complying with all other aspects of the Regulations and the Code as it relates to harassment and violence

## **6. Role of Designated Recipient, the Halifax Employer Association**

Under this policy, the HEA will act as the designated recipient. The role of the Designated Recipient in relation to discrimination, harassment and violence prevention includes:

- responding to all notices of an occurrence within 7 days of receiving the notice
- initiating negotiated resolution with the principal party within 45 days after the day on which the notice of an occurrence is received
- reviewing every notice of an occurrence with the principal party against the definition of discrimination, harassment, and violence
- making every reasonable effort to resolve an occurrence for which a notice has been provided
- allowing the principal and responding parties the option of participating in conciliation if they both agree to participate and on who will facilitate the conciliation
- providing notice of an investigation to the principal and responding parties if the principal party requests an investigation
- Investigations will be conducted by specially trained employees of the HEA (which will constitute the list agreed to by the employers and the applicable partner unless either the principal and/or responding parties specifically request otherwise.
- ensuring selected investigators have the necessary knowledge, training and experience required by the Regulations
- ensuring investigators provide a written statement indicating they are not in a conflict of interest with respect to the occurrence
- providing investigators all the information that is relevant to their investigation
- providing monthly status updates to the principal and responding parties on the status of the resolution process

The H.E.A. strongly encourages all acts of violence be reported in confidence to the Designated Recipient, that is, the HEA at **422-4471** and brought to the attention of the appropriate company manager.

## **7. Role of Halifax Employers Association**

### **7.1 HEA's Administrative Role is:**

- to provide advice, direction and assistance to the parties involved in the development of this policy and all future reviews of this policy
- to coordinate with the HEA's member employers and their joint health and safety committees to integrate all aspects of their individual deliberations, as described in their respective roles, wherein the HEA is involved, into a single port wide policy to ensure a uniform application of the policy for the benefit of all concerned.
- to produce, publish and distribute the policy and any revisions to the policy
- to develop a training program in accordance with this policy, based on the input of the employers,
- to conduct investigations by specially trained employees of the HEA (which will constitute the list agreed to by the employers and the applicable partner) unless either the principal and/or responding parties specifically request otherwise
- to act as the Designated Recipient

## **7.2** HEA's Disciplinary Role

The HEA is responsible for the discipline of employees who are found to be in violation of this policy where it is deemed warranted. The HEA may take disciplinary or other appropriate action, up to and including dismissal, for offences including but not limited to:

- employees who discriminate, harass or act with violence against other employees, management, contractors, and customers
- employees found to be making false, frivolous, vexatious, or totally unfounded complaints
- employees who take part in retaliation towards the principle party, the responding party, witnesses or any individual(s) involved in the investigation
- any other violations of this policy

## **8. Role of the Joint Health & Safety Committee**

The role of the Joint Health & Safety Committee at each member employer, in relation to discrimination, harassment and violence prevention includes:

- jointly review and, when necessary, recommend updates to this policy with the employer and the HEA at least once every 3 years or following any change to an element of this policy
- jointly conducting the initial workplace assessment with the employer and the HEA and making recommendations to the employer and the HEA regarding changes that should be made
- jointly monitoring and, when necessary, updating the workplace assessment with the employer and notify the HEA when there is:
  - a change to the risk factors identified, or

- a change to the effectiveness of the preventive measures that have been developed and implemented
- jointly reviewing and, when necessary, updating with the employer the workplace assessment every 3 years
- jointly developing the emergency procedures with the employer
- jointly reviewing and, when necessary, updating the emergency procedures with the employer and the HEA
- jointly identifying with the employer, in conjunction with the HEA, appropriate discrimination, harassment and violence training
- jointly reviewing and, when necessary, updating the training with the employer and the HEA at least once every 3 years and following any change to an element of the training
- jointly adopting the list of investigators from those who are specially trained by the HEA
- where appropriate, checking in with the employer, if necessary, with a view to compliance with the Regulations and the Code
- implementing the preventive measures developed by the Joint Health & Safety Committee at the local workplace level
- jointly reviewing and updating with the employer and the HEA the workplace assessment in situations:
  - where the principal party chooses to end the resolution process, but the occurrence is not resolved, or
  - where the responding party is not an employee or the employer (for example clients, contractors, former partners)
- jointly determining with the employer which of the investigator's recommendations from the investigator's report are appropriate to implement, excluding any discipline
- jointly reviewing the workplace assessment with the Joint Health & Safety Committee and, when necessary, updating it and notifying the HEA

## **9. Role of Employees**

The role of all employees in relation to harassment and violence prevention at the employers include:

- refraining from committing discrimination, harassment and violence
- where appropriate and safe, informing a person committing discrimination, harassment and violence that their actions are inappropriate and unwelcome
- reporting all occurrences of discrimination, harassment and violence to their supervisor or the Designated Recipient when they experience or witness it
- where appropriate, making every reasonable effort to resolve an occurrence of discrimination, harassment and violence through negotiated resolution if they were a party to an occurrence
- cooperating with an investigator and the investigation process related to an occurrence



- refraining from retaliatory behaviour against the principal party, responding party, witnesses and any other individuals who are involved in the resolution process for an occurrence
- respecting the confidentiality of the information shared throughout the resolution process of an occurrence
- not taking part in filing frivolous, vexatious or false complaints, which are subject to disciplinary up to an including termination
- cooperating with the employer, the joint health and safety committee, the designated recipient, and the HEA in the implementation the recommendations of this policy

## **10. Factors that Contribute to Workplace Discrimination, Harassment and Violence**

There are a number of factors that can contribute to workplace discrimination, harassment and violence. These factors can be divided into 5 general categories:

- customer characteristics
- physical work environment
- work activity/culture
- job factors, and
- other external factors

### **10.1 Customer Characteristics**

Working with customers that exhibit certain characteristics can put employees at greater risk of harassment and violence. This can include working with clients, customers, contractors and other service providers, and possibly their relatives, who may lash out at the closest person due to:

- being angry and frustrated with the system
- having a history of violence
- a mental health condition, emotional disorder, or a head injury
- racist, sexist, homophobic, transphobic, ableist or otherwise discriminatory attitudes and behaviors
- being under the influence of drugs or alcohol

### **10.2 Physical Work Environment**

Certain work environments and workplace designs can result in additional risks that may lead to harassment and violence. These can include:

- working in small numbers or in isolated or low-traffic areas (for example isolated reception area, washrooms, storage areas, utility rooms, on ships)

- having a mobile workplace
- working in a poorly designed area, such as a cramped room or a room that has poor visibility
- working in an overcrowded environment
- working in an environment with high noise levels
- working in an area that is poorly lit
- working in isolation with one or more people

### **10.3 Work Activity/Culture**

- working with the public, customers, contractors, service providers handling items of significant value or control over secure information or access to facility or cargo
- working with volatile persons
- working on premises where alcohol is served
- working in an environment that tolerates or promotes racist, sexist, homophobic, ableist, or otherwise discriminatory attitudes and behaviours
- working during periods of intense organizational change (for example strikes, privatization, restructuring, downsizing)
- working in the same workplace with an (ex) partner who is abusive
- working in areas where employees have access to radios and computers

### **10.4 Job Factors**

Aspects specific to a job, such as mental and physical demands of the job, can result in additional hazards that may lead to harassment and violence. This can include:

- lack of control over how work is done
- excessive workload
- deadlines leading to high stress
- confusing, conflicting or unclear job or roles
- ambiguous or complicated reporting structures
- lack of job security

### **10.5 Other External Factors**

Other external factors that can result in harassment and violence include:

- Family violence or domestic violence, such as a family member or (ex) partner:
- threatening an employee or co-workers either verbally or over the phone or email
- stalking the employee
- verbally abusing the employee or co-workers
- destroying the employee or organization's property
- physically harming the employee or co-workers

- using work time or workplace resources to monitor or attempt to control the actions of an (ex) partner

## 11. Discrimination, Harassment and Violence Prevention Training

The employer/HEA will provide all of its employees with a discrimination, harassment and violence training course. This course will cover:

- elements of the workplace discrimination, harassment and violence prevention policy
- the relationship between workplace discrimination, harassment and violence and the prohibited grounds of discrimination under the *Canadian Human Rights Act*
- how to recognize, minimize and prevent workplace discrimination, harassment and violence

All new employees will receive training within 3 months after the day on which their employment begins. Further, all employees will receive this training again at least once every 3 years.

The following groups will receive training on their obligations in relation to harassment and violence at least once every 3 years:

- supervisors
- managers
- directors
- Investigators and
- members of the Designated Recipient

## 12 Outline of the Resolution Process

Below is a summary of the resolution process. It includes how a principal party, or witness, can submit a notice of an occurrence.

### 12.1 Notice of an Occurrence

You are encouraged to notify the Designated Recipient if:

- you are an employee who experience discrimination, harassment, and violence in the workplace, or
- you are an individual (employees or non-employees) who witnessed an occurrence of discrimination, harassment and violence in the workplace

Notify the Designated Recipient in person, or by telephone at (902)422-4471 or e-mail at [HEA@hfxemp.ca](mailto:HEA@hfxemp.ca).

The Designated Recipient will ask the employee or individual to fill out a form, (see attached form) in which they provide the following information:

- the name of the principal party and the responding party (if known)

- the date of the occurrence
- a detailed description of the occurrence
- If an employee or individual is not able to provide this information in written form, they may provide this information to the Designated Recipient orally. The Designated Recipient will then transcribe the information for them on the form.

Please note that, in order to proceed with the resolution process, it is mandatory to provide the name or identity of the principal party who was involved in the occurrence. If you do not provide the name or identity of the principal party, the occurrence will not be further reviewed.

The employer and the Designated Recipient cannot reveal the identities of the parties involved in the resolution process for an occurrence to the Joint Health & Safety Committee without the consent of the parties. However, the identities of the parties may be revealed to each other as part of the resolution process.

## **12.2 Negotiated Resolution**

Negotiated resolution is a form of informal resolution where the principal party meets with the employer or designated recipient to:

- discuss the occurrence
- clarify what was submitted in the notice of occurrence, and
- attempt to reach resolution

During negotiated resolution, the Designated Recipient will ask the principal party to meet, either in person or by phone, with the Designated Recipient. This meeting is for an initial discussion regarding the occurrence. During this discussion, the member of the Designated Recipient and the principal party will review the notice of occurrence that they received against the definition of harassment and violence in the Code. Together, they will try to determine whether the occurrence meets the definition. If both the Designated Recipient and the principal party agree that the occurrence does not meet the definition, then they will deem the occurrence as resolved. If the member of the Designated Recipient and the principal party do not agree as to whether the occurrence meets the definition, and the principal party wishes to continue with the resolution process, then the principal party has the option of either:

- continuing with negotiated resolution, or
- pursuing conciliation and/or an investigation

If the principal party wishes to continue with negotiated resolution, they must inform the Designated Recipient of this decision. The Designated Recipient will schedule a series of meetings with the principal party. At the meetings, where applicable, the responding party will discuss the occurrence and attempt to achieve resolution. At this point the responding party does not have to be informed of the principal party's notice of occurrence or be

involved at this stage of the resolution process. This is only if the principal party does not wish for them to be notified or involved.

The Designated Recipient can arrange for any of the following meetings:

- meetings with only the principal party and the Designated Recipient
- meetings with the principal party, responding party and the Designated Recipient
- meetings between the principal party and the Designated Recipient with concurrent but separate meetings between the responding party and the Designated Recipient

### **12.3 Conciliation**

A principal party and responding party may engage in conciliation at any time during the resolution process. However, conciliation can only proceed if both the principal party and the responding party agree to engage in conciliation. They must also agree on the person who will facilitate the conciliation. However, conciliation can only proceed if an investigator has not provided their final investigation report.

The principal party and responding party are required to inform the Designated Recipient of their desire to participate in conciliation. The Designated Recipient will then facilitate discussion around the selection of a conciliator who is agreeable to both parties. The Designated Recipient will also schedule time for both parties to meet with the conciliator.

### **12.4 Investigation**

The principal party may request an investigation at any time during the resolution process. If the principal party wishes to proceed with an investigation, they must inform the Designated Recipient. The Designated Recipient will then:

- provide notice of an investigation to the principal and responding party, and
- select an investigator from the list that consists of specially trained HEA employees

The selected investigator will investigate the occurrence and provide the Designated Recipient, and the employer with a report outlining:

- a general description of the occurrence
- their conclusion, and
- their recommendation to eliminate or minimize the risk of a similar occurrence

The employer will then provide a copy of this report to the principal party, responding party and the Joint Health & Safety Committee

The report will not reveal, directly or indirectly, the identity of the persons who were involved in the occurrence or the resolution process for the occurrence.

The Employer and the Joint Health & Safety Committee will then meet to determine which of the recommendations in the investigator's report are to be implemented. They shall not make any recommendations regarding discipline. Other than discipline which will be handled by the HEA, the employer will implement those recommendations within 1 year of receiving the notice of occurrence.

The HEA may take into consideration the findings in an investigator's report when applying disciplinary measures. However, disciplinary measures will also depend on the findings from a separate administrative investigation that the HEA will conduct in some circumstances.

## **12.5 Representation**

At any time during the resolution process, an employee may be accompanied or represented by a:

- union representative, or
- a person of their choosing

## **12.6 Protection against Reprisal**

Parties involved in an occurrence are forbidden from seeking retaliation. If you experience any retaliatory action or threat of retaliatory action from the responding party, witnesses, management, or other people within or outside the organization, please inform the Designated Recipient immediately. Retaliation will not be tolerated and those who take part in retaliatory action any sort shall be subject to disciplinary action up to and including termination.

## **13 Workplace Assessment**

The Designated Recipient, the employer and the Joint Health & Safety Committee will conduct a joint review. If necessary, they will update the workplace assessment if an employee submits a notice of an occurrence and the resolution process cannot proceed for any of the following reasons:

- the principal party chooses to end the resolution process at any point during the resolution process but the occurrence is not resolved
- the responding party is not an employee or the employer (for example, the responding party is a member of the public, a customer, or an (ex)partner or family member)

The purpose of the review and update of the workplace assessment is to:

- determine what happened, taking into account the circumstances of the occurrence
- determine whether all risk factors have been appropriately identified

- develop new preventive measures, if needed, to mitigate the risk of a similar occurrence

## **14 Emergency Procedures**

If an harassment or violence occurrence poses an immediate danger to the health and safety of an employee, or if there is a threat of such an occurrence, please call 911 for emergency services (police, fire and ambulance)

Below is a summary of the emergency procedures that the employer must implement in various types of situations.

### **14.1 Violence in the Workplace**

If you witness or experience violence at work:

- remove yourself from the situation if you can
- inform your manager or seek help from a co-worker immediately
- if your manager is the perpetrator, notify another manager in the line of authority
- if your physical security or well-being is threatened, if possible call 911

If you are dealing with a violent person:

- stay calm
- try to calm the other person or diffuse the situation
- avoid saying or doing anything that could aggravate the situation
- avoid eye contact or sudden movements that can be perceived as threatening
- respect the person's personal space
- continue the conversation with the person only if the person calms down
- tell the person that you understand the reason for their anger
- if the behavior persists, end the conversation
- politely notify the person that you will leave the work area or ask them to do so
- notify your manager or seek help from a co-worker immediately
- if the person refuses to leave the premises and the situation escalates call 911

### **14.2 Active Shooter**

If you witness an incident involving an active shooter outside the building:

- stay out of sight (away from windows) and warn colleagues, clients and visitors
- leave the area at risk
- when safe to do so, call 911 and other building occupants
- if you cannot evacuate the building safely, lock outside doors and close the blinds and curtains
- wait for instructions from first responders

If you witness an incident involving an active shooter inside the building:

- stay calm
- if you can do so safely, leave the area immediately
- warn as many others as possible without attracting the attention of the assailant
- if you can do so safely, call 911 and other building occupants
- lock the doors or barricade yourself in a room using furniture
- block the windows; close the office blinds and curtains
- if the workspace has no door, hide under your desk or where you cannot be seen
- if you are in a washroom, remain there if safe to do so
- silence your cellphone, turn off radios and computers
- if you cannot escape, remain silent and hide until first responders arrive
- wait for instructions from first responders

### **14.3 Bomb Threat**

If you are made aware of a bomb threat by telephone:

- listen to the caller calmly and do not interrupt them
- try to get as much information as possible, such as:
  - when the bomb is supposed to explode
  - where the bomb is located
  - description of the device
  - reason for the call or motivation for the threat
  - telephone number on the display screen (if possible)
- Remember any details you can about the caller, such as:
  - approximate age
  - gender
  - accent
  - level of nervousness
  - any background noise
- call 911 and inform your manager
- remain available to provide information to first responders

If you are made aware of a bomb threat by e-mail:

- save the email (or letter)
- send it immediately to your manager

If a bomb alert is activated (for example, over intercom):

- visually inspect your immediate work area including:
  - wastepaper baskets



- storage areas
- dislodged suspended ceiling panels
- furniture that has been moved
- closets
- inform your manager of the results of your search
- if you find a suspicious package, do not touch it and inform your manager immediately
- do not evacuate the building until the security services authorize you to do so

## 15 Privacy Protection

The HEA and the employer are committed to the protection of the privacy of the persons involved in an occurrence. As such, the Joint Health & Safety Committee are not permitted any involvement in the resolution process of an occurrence. Only trained staff of the Designated Recipient will engage in the resolution process with the principal party and responding party. Further, we will not permit an investigator to disclose in any report it produces and distributes the identity of any of the persons involved in an occurrence or the resolution process for an occurrence. This includes the principal party, responding party, witnesses and any other individuals interviewed by the investigator.

## 16 Recourse Avenues

Employees can pursue multiple recourse avenues for their occurrence. This includes:

- filing a grievance with the Union
- pursuing recourse under the *Canadian Human Rights Act* with the *Canadian Human Rights Commission*, or
- pursuing recourse under the *Criminal Code*

## 17 Support Measures

Employees can contact **ComPsych** our EAP provider for immediate help with most issues and they will refer you to the appropriate community resources.

**The Toll Free Number to Call for Confidential Assistance with Worklife Issues is:**

**1-855-232-2734**

Or online:

**[www.guidanceresources.com](http://www.guidanceresources.com)**

**Employer ID: InfoMercer**

Please refer to the attached list of other support services that may be accessed, usually online or by phone

## 18 Notices Submitted in Bad Faith

Notices of harassment and violence that are identified throughout the resolution process as having been made in bad faith may be subject to disciplinary action by the HEA

## **19 Complaints related to employer non-compliance with the Code or Regulations**

In accordance with section 127.1 (1) of the *Code* or Regulations, if you, as an employee believe that there has been a contravention of the *Code* as it relates to an occurrence of harassment and violence, you may make either an oral or a written complaint to your supervisor.

## **20 Joint Matters**

When the employer and the joint health and safety committee are unable to agree on a joint matter that is required by the Regulations the employer's decision prevails. The employer must reasonably attempt to agree on any joint matter and to record their decision and the reason for that decision.

**The Halifax Employers Association for and on behalf of:**

**Cerescorp Halifax Inc.  
Furncan Marine Ltd. - Empire Stevedoring (Maritimes) Co.  
Halifax Offshore Terminal Services Ltd.  
PSA Halifax  
Logistec Stevedoring (Nova Scotia) Inc.  
Mathers Terminals  
Universal Marine**

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