

WORKPLACE SEXUAL HARASSMENT

The Legal Information Society of Nova Scotia (LISNS, not-for-profit charitable organization) is the public's trusted source for legal information in Nova Scotia. LISNS received a five-year federal grant of \$2.4 million in 2019 to help employers address the growing issue of workplace sexual harassment. This project is a partnership with the Nova Scotia Human Rights Commission.

Employers can prevent workplace sexual harassment and promote great workplaces using these free resources developed by [experts in the field](#):

- **Bystander Training** – a positive approach to helping people in the workplace support one another through respectful practices;
- **Employer Best Practices Toolkit** – policies and templates to prevent workplace sexual harassment; and
- **Safe At Work App** – provides free employee help (EAP) through the unique features of direct access to compassionate listening, art therapy, a safe place to share your story and legal support.

The project has involved extensive outreach with a range of stakeholders. LISNS is a recognized leader in providing access to justice – [Canadian Business Quarterly](#).

BYSTANDER TRAINING – Preventing Workplace Sexual Harassment

The **Bystander Training** has been developed to help employers create great workplaces that prevent sexual harassment. The bystander training takes an occupational health and safety approach to build buy-in that respectful workplaces are in everyone's interest. Tips are shared for how to be a supportive bystander.

The free course has **eight modules**, takes **30 minutes to complete** and provides participants with a **certificate of completion**.

Employers such as **Halifax Transit** and the **Nova Scotia Public Works Department** have provided the following feedback on the Bystander Training:

- *Concise and to the point*
- *It provides staff with a quick training opportunity*
- *The messages conveyed can be built upon by the employer for further training*
- *Has a nice educational piece*
- *The follow-up questionnaire triggers staff to contemplate what they have just observed, but is not onerous*
- *The training gives employers an easy way to tackle this difficult subject directly*
- *Learning management system was highly effective in delivering the course content*



EMPLOYER BEST PRACTICES TOOLKIT – Preventing Workplace Sexual Harassment

This [free toolkit](#) provides practical resources to help an employer create a respectful workplace and prevent workplace sexual harassment. The toolkit includes:

- sample Sexual Harassment in the Workplace Policy;
- sample complaint form, investigative process and audit template; and
- communications templates including email communications.

The best practices toolkit is intended to support employers of all sizes in their efforts to create and sustain workplaces that are free of sexual harassment.

FREE EMPLOYEE ASSISTANCE (EAP) – Safe At Work App



The [Safe At Work App](#) provides employees with safe access to healing help using state of the art digital encryption technology provided by [SimplyCast](#). Through the app, employees have access to compassionate listening support, art therapy, a safe place to share their story and legal support. People often find it helpful to talk to someone else who understands what they have been through. The services are free, anonymous and confidential.

CULTURAL AWARENESS VIDEOS – Workplace Sexual Harassment Prevention

Respectful communications require developing cultural competency. Watch these [videos](#), **10 minutes in length**, to promote your workplace cultural competency.

- Working with Trans and Non-Binary clients
- Working with African-Nova Scotian clients
- Restorative Justice for Conflict Resolution (video series and podcasts)



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