

Compliance Orders
Issued Under the Occupational Health and Safety Act

File Ref #:6956806
Inspection No. 26784629
Inspection Date: March 13, 2026

Inspectee: Saint Mary's University

Operating As: SAINT MARY'S UNIVERSITY

Mailing Address: 923 ROBIE STREET
HALIFAX, NS CANADA B3H 3C3

Related to the work being conducted at:

Worksite Location: 923 Robie Street, Halifax, NS

**TAKE NOTICE THAT YOU ARE TO COMPLY WITH THE FOLLOWING
ORDER(S) ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL
HEALTH AND SAFETY ACT**

Order 26784629-001

Date Order Issued: March 13, 2026

Workplace Health and Safety Regulations

27.2-1 Workplace harassment prevention policy

Every employer must establish and implement a written workplace harassment prevention policy that includes all of the following:

- a) a definition of workplace harassment that is consistent with Section 27.1;
- b) a statement that every employee is entitled to employment free of workplace harassment;
- c) a commitment that the employer shall ensure, so far as is reasonably practicable, that no employee will be subjected to workplace harassment;
- d) a statement that all employees have an obligation not to engage in workplace harassment;
- e) a statement that employees are encouraged to report incidents of workplace harassment

Compliance Orders
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- f) information about all of the following:
- (i) the procedure for reporting incidents of workplace harassment to the employer or supervisor;
 - (ii) the procedure for making a workplace harassment complaint to a person other than the employer or supervisor, if the employer or supervisor is a subject of the complaint;
 - (iii) the procedure for investigating a complaint of workplace harassment;
 - (iv) the procedure for informing the complainant and subject of the complaint of the result of the investigation or any corrective action that has been or will be taken as a result.
- g) a statement that the employer shall not disclose any information obtained relating to a complaint of workplace harassment, including personal information, except where the disclosure is
- (i) required by law;
 - (ii) necessary for the purposes of investigating the complaint; or
 - (iii) necessary for the purposes of taking corrective action with respect to the complaint;
- h) a statement that the employer shall not reprimand or seek reprisal against an employee who has made a workplace harassment complaint in good faith;
- i) a commitment that the employer shall investigate all complaints of workplace harassment;
- j) a commitment that the employer shall take appropriate corrective action respecting any person under the employer's direction who subjects an employee to workplace harassment;
- k) a statement that the employer's workplace harassment prevention policy is not intended to discourage, prevent or preclude a complainant from exercising other legal rights pursuant to any other law.

You have contravened the above provisions as follows:

- Email communications between the employee and employer confirmed the employer was aware the employee was complaining of alleged harassment.

- The employer confirmed that they had not investigated the complaint of bullying

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and harassment received from the employee as the employee had not completed an incident report as per their OHS Program.

- The employer's OHS Program does not identify bullying and harassment as a safety hazard.

- The employer's policies titled, "Respectful and inclusive Workplace Policy" and "Incident Investigation and Response" do not require that complaints of bullying and harassment be investigated and does not identify harassment as a safety hazard.

- Section 27.2(1)(i) requires that all complaints in relation to harassment be investigated.

In order to be in compliance with this section, you must:

Ensure that the employee's complaint of harassment is investigated.

This order must be complied with by April 13, 2026

Order 26784629-002

Date Order Issued: March 13, 2026

Workplace Health and Safety Regulations

1.7-1 Compliance with policies, procedures, plans and codes of practice

An employer must ensure that any written policy, procedure, plan or code of practice is adequate and implemented.

You have contravened the above provisions as follows:

- The employer's policy, "Respectful and Inclusive Workplace Policy" discusses harassment but does not require investigation of complaints of bullying or harassment.

- The employer's policy, "Violence in the Workplace: Prevention and Response", does not require investigation of complaints.

- The employer's document, "University Code of Conduct", includes harassment prevention but does not require investigation of complaints related to harassment.

- The employers OHS Program in the Prevention and Response Plan section titled, "Incident Investigation and Response" contained within the employer's OHS manual identifies matters that would be investigated would be those that cause damage or injury or a significant incident but does not require investigation of complaints in relation to harassment or violence in the workplace.

Compliance Orders

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Inspection No. 26784629
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- Section 27.2(1) requires that all complaints of harassment be investigated.
- Section 7(2) of the Violence in the Workplace Regulations requires that the Violence in the Workplace Plan include procedures for reporting, documenting and investigating incidents of violence.
- Section 13(1) of the Violence in the Workplace Regulations requires that all incidents of violence are documented and promptly investigated.

In order to be in compliance with this section, you must:

Ensure policies and procedures in relation to harassment and violence in the workplace are updated to meet requirements of the applicable Regulations including but not limited to the investigation of complaints related to harassment as per the Workplace Health and Safety Regulations and incidents of violence.as per the Violence in the Workplace Regulations.

This order must be complied with by April 13, 2026

Important Notes:

1. A person who has contravened a provision of the *Occupational Health and Safety Act* or regulations may be required to pay an administrative penalty.
2. Section 69 of the *Occupational Health and Safety Act* allows orders and some decisions to be appealed. You may appeal this order by filing notice with the Labour Board no later than 30 days after being served this notice. To get information and the required forms, please visit the Labour Board website at: <http://www.novascotia.ca/lae/labourboard/>
3. Compliance with an order issued by an OHS officer is expected and required by law. Where an order is issued you are required to submit a compliance notice to the officer named below identifying the action taken to comply with the order. Failure to submit your compliance notice(s) can result in prosecution.
4. Submitting a compliance notice does not prevent the issuance of an administrative penalty. Where a contravention of the OHS Act or regulations has been recorded in an order it will be considered for an administrative penalty.
5. If you are an employer and have been issued this order(s) you are required to post a copy of the order (s) in a prominent place. You are also required to give a copy of the order(s) to the joint occupational health and safety committee or health and safety representative, if they exist in your workplace.

The Compliance Order report was provided to Claire Milton by:

email march 13, 2026

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Officer Name: Ron Buchanan

Officer Signature: *R Buchanan*

Date: March 13, 2026

Inspectee Signature: _____

Date: _____

This order(s) was issued by Ron Buchanan, Occupational Health and Safety Officer, who may be contacted at:

Occupational Health and Safety Division
Department of Labour, Skills and Immigration
103 Garland - Floor 3
Dartmouth, NS B3B 0K5

Phone: 1-800-952-2687

Email: ron.buchanan@novascotia.ca

Within Nova Scotia, call: 1-800-952-2687

Outside Nova Scotia, call: 902-424-5400
