



Workplace Violence and Harassment

Policy

Employees or any other individuals affiliated with Chinook Arch shall not subject any Chinook Arch staff to harassment or workplace violence or allow or create conditions that support harassment or workplace violence. Bullying behaviours are unacceptable, whether they occur in person or electronically.

It is the responsibility of a manager, team leader, or any person within this company who supervises one or more employees to take immediate and appropriate action to report or deal with incidents of violence or harassment of any type, whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed; nor should the complainant be told to deal with it personally.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

Definitions

Harassment

Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Alberta human rights law prohibits workplace harassment based on these grounds.

Examples of harassment that will not be tolerated at Chinook Arch are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any employee's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Chinook Arch also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

Normal exercise of management's right to manage day-to-day operations, performance at work or absenteeism, the assignment of tasks, reference checks, and the application of progressive discipline, up to and including termination, constitute the legitimate exercise of management's authority and do not constitute harassment.

Sexual harassment

The Alberta Human Rights Act prohibits discrimination based on the ground of gender, including sexual harassment. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

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1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. submission to, or rejection of, such conduct by an individual affects that individual's employment.

Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendo, requests or demands of a sexual nature. The behaviour need not be intentional in order to be considered sexual harassment.

Workplace violence

Acts of violence can take the form of physical contact or non-physical behaviors and can include but would not be limited to: threatening behaviour (such as shaking fists, destroying property or throwing objects); any expression of an intent to inflict harm that is communicated verbally, in writing, or electronically; and, physical attacks such as hitting, shoving, pushing, kicking, etc.

Bullying

Bullying behaviours include, but are not limited to:

- Rude, belligerent behaviour
- Intimidation and extortion
- Constant, unwarranted criticism
- Insults and name-calling
- Yelling and using profanity
- Spreading malicious rumours and gossip

Bullying, acts of violence and harassment destroy individual dignity, lower morale, engender fear, and break down staff cohesiveness.

Consequences

Violations of the policy may be subject to disciplinary action commensurate to the incident, up to and including dismissal.

For acts of violence or harassment by individuals outside of this organization, action taken would be commensurate with the incident up to and including temporary or permanent withdrawal of services or legal action.

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