

Respectful Environment Policy

Category: Governance

Date Established: 10/04/2017

Policy Number:

Date Last Revised:

Related Documents: Harassment Complaint Procedure
Harassment Complaint Report (HCR)

Summary

At PAL (55+) all employees, volunteers and members and participants are to be treated with respect, honesty and dignity. All persons associated with PAL (55+) have a right to fair treatment and have a responsibility to treat others with respect. At PAL (55+) we believe in supporting a climate of respect in the workplace and respect within the program and services delivery environment where all individuals are free from harassment, bullying and discrimination.

Policy

PURPOSE

This policy statement defines expectations of behavior for employees, members, volunteers and participants in maintaining an environment that is free from any actions, either deliberate or unintentional, that might be interpreted as harassment, bullying or discrimination.

SCOPE

All Board of Directors and the subcommittees, ad-hoc committees, clubs, PAL (55+) employees, contractors and committee members should be aware of the expectations regarding a respectful community environment.

RESPONSIBILITY

ALL EMPLOYEES, VOLUNTEERS, MEMBERS & PARTICIPANTS HAVE A RIGHT AND RESPONSIBILITY TO:

- Be polite, courteous and respectful to others
- Treat others equitably and fairly
- Listen to what others have to say
- Be open minded to other people's ideas, comments and suggestions
- Suggest improvements where appropriate
- Give positive feedback on the suggestions of others
- Recognize and value the diversity in all people
- Be willing to apologize sincerely if you said or did something to offend someone
- Be a team player and value your contribution and the contribution of others

DEFINITIONS

Harassment is any behaviour that degrades, demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It may include actions (e.g. touching, pushing), comments (e.g. jokes, name-calling) or displays (e.g. posters, cartoons). Harassment can also take place electronically (e.g. text messages, e-mail or screen savers).

Sexual Harassment includes, but not restricted to, offensive or humiliating behaviour that is related to a person's sex, as well as behaviour of a sexual nature that creates an intimidating, hostile, or "poisoned" environment, or something that could reasonably be thought to put sexual conditions on an individual. A few examples are: questions and discussions about a person's sexual life; writing sexually suggestive letters or notes.

Clarification

The Human Rights Code prohibits harassment on the basis of the following

- race,
- colour,
- ancestry,
- nationality or place of origin,
- ethnic background,
- religion,
- age,
- sex,
- gender-determined characteristics,
- sexual orientation,
- marital and family status,
- source of income,
- political belief, and
- physical or mental disability.

Bullying occurs in relationships where power is used to cause distress to another. One person may use their power in an organization or community to harm another person, or they may use their relationships with others to exclude and intimidate someone.

Types of Bullying:

- Verbal bullying is using words to hurt or humiliate another person including insults, threats, discriminating comments and constant teasing.
- Physical bullying is when someone is physically hurt, is threatened or their property is taken or damaged.
- Social bullying is ignoring, isolating, excluding, or spreading rumours about another person.
- Joking or making light of a complaint is totally inappropriate and unacceptable.

POLICY GOAL

Employees, members, volunteers and participants who feel they may have been harassed shall have their complaint(s) heard and resolved in the shortest time possible.

Employees, members, volunteers and participants are expected to respect the rights of others and to maintain an environment that is free from any actions, either deliberate or unintentional, that might be interpreted as harassment.

COMPLAINTS OF HARASSMENT

Refer to the *Harassment Complaint Procedures* and the *Harassment Complaint Report* available either online, or at the Administrative office.

Note:

All aspects of the Human Rights Code of Manitoba (C.C.S.M c. H175) apply to this policy, even if not specifically mentioned.