

MEDICINE HAT & DISTRICT HEALTH FOUNDATION

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| Policy and Procedure Manual | Title: Harassment Policy | |
| | Section: Human Resources | Reference Number: IV.2019.002 |

Harassment in the Workplace

Harassment covered under the Alberta Human Rights Act occurs when an individual is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Alberta Human Rights Act prohibits workplace harassment based on these grounds. The behaviour need not be intentional in order to be considered harassment.

<https://www.alberta.ca/workplace-harassment-violence.aspx>

The Health Foundation is committed to providing a collegial working environment in which all individuals are treated fairly and with respect and dignity. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices.

Workplace harassment is offensive, degrading and threatening. The Health Foundation has adopted this harassment policy to make clear that workplace harassment will not be tolerated. The Health Foundation strongly encourages reporting of all incidents of workplace harassment, regardless of who the offender may be. Individuals, regardless of seniority, found to have engaged in conduct constituting workplace harassment may be severely disciplined.

This Harassment Policy applies to all individuals working for the Health Foundation including Board Members, office and support staff, professional, contracted, volunteers and summer students here after referred to as "Foundation Representatives".

Types of behavior which constitute workplace harassment include, but are not limited to, any violent or threatening, physical or verbal outburst or abuse, derogatory comments or actions which undermine, demean, belittle or humiliate

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an individual or group or their ability or intelligence, yelling, screaming, swearing or similar behavior aimed at intimidating, frightening, coercing or offending those at whom it is directed.

Sexual Harassment

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or association with the Health Foundation.
2. Submission to, rejection of, such conduct by an individual affecting an individual's employment.
3. When such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.
4. When such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group.

There are many types of behavior which can constitute sexual harassment, from very subtle to the most overt. These include:

- Suggestive remarks or compromising invitations;
- Display of suggestive pictures and dissemination of offensive material of a sexual nature;
- Patting, rubbing or other unwelcome physical contact;
- Requests for sexual favours or sexual assault; and
- Derogatory or degrading remarks directed towards a member of one sex or one sexual orientation.

Behavior need not be intentional in order to be considered to be sexual harassment.

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Workplace or sexual harassment can occur at the office, at office related social functions, work assignments outside the office, work related conferences or training sessions, work related travel or over the telephone or by e-mail.

Complaint Procedure

- If it is possible, tell the harasser their behaviour is unwelcome and ask them to stop.
- Keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.
- File a complaint. If, after asking the harasser to stop their behaviour, the harassment continues, report the problem to one of the following individuals:
 - Foundation Board Chair
 - In the absence of the Board Chair, Foundation Board Vice Chair

You also have the right to contact the Alberta Human Rights Commission to make a complaint of harassment that is based on any of the grounds protected from discrimination under the *Alberta Human Rights Act*.

Signatures/Approvals:

Brent Fisher Board Chair
Name Title

September 2019
Date

Heather Bach Executive Director
Name Title

September 2019
Date