

Conduct and Harassment Policy

Policy Statement

The (*organization*) is committed to maintaining, for its employees and volunteers, a healthy and productive work environment free from harassment.

All persons who perform work for the (*organization*) have a responsibility to help maintain a work environment that is free from all forms of harassment. Volunteers and employees who believe that they have been subject to unlawful harassment, as outlined in the policy, or believe that they have knowledge of such harassment should immediately contact their supervisor, the Executive Director or the President of the Board of Directors.

Harassment is prohibited in any location that can reasonably be regarded as an extension of the workplace, such as any customer location, an off-site social business function or any other non (*organization*) facility where Society business is being conducted and discussed.

Any conduct by a (*organization*) volunteer or employee, confirmed to be harassment, or any complaint found to be unwarranted and/or of a vindictive or malicious nature will not be tolerated by the (*organization*) and may result in disciplinary action ranging from written warning up to and including immediate discharge or other appropriate action.

General Volunteer and Employee Standards of Conduct and Behavior

Volunteers and employees are expected to comply - within the framework of established policies, guidelines and practices - with the following general standards of conduct and behavior.

- 1) All volunteers and employees are expected to abide by all safety regulations and be safety-minded at all times; not only for themselves but in relation to fellow volunteers and employees as well.
- 2) Every volunteer and employee is expected to support management authority by following the instructions issued by his or her immediate superior.
- 3) Every volunteer and employee is expected to respect the property rights of the employer and of all other volunteers and employees.

4) Every volunteer and employee is expected to show a responsible attitude toward his or her work and toward other volunteers and employees. The volunteer and employee is expected to report for work promptly and regularly and not to leave early; meet established standards for quality and quantity of work; refrain from the use of liquor and the illegal use of drugs will at work and in the work place; refrain absolutely from returning from a break period under the influence of drugs or alcohol; exercise self control, even under provocation, and abide by accepted standards of conduct and behavior during working hours.

Definition of Harassment

Harassment shall be interpreted as any action (verbal, physical or psychological) that is humiliating, disparaging, or compromising that does not comply with the employee standards of conduct and behavior. Harassment is not only of a sexual nature but can include actions based on race, color, religion, creed, ancestry, national origin, sex, age, disability, martial or veteran status, sexual orientation, political ideology or other characteristics protected by Provincial, Federal or local law.

Definition of Sexual Harassment

Sexual Harassment shall be defined as any action (verbal, physical or psychological) of a sexual nature that is deliberate and/or negligent which adversely affects the working environment.

Interpretation

Sexual Harassment shall include but not be limited to:

- 1) Unwanted sexual solicitation or advance of a repeated, persistent or abusive nature make by a person who knows or ought reasonably know that such solicitation or advance is unwanted;
- 2) implied or expressed threat or reprisal, in the form of actual reprisal or denial of opportunity, for refusal to comply with a sexual or sexually oriented request;
- 3) implied or expressed promise of reward for compliance of a sexual or sexually oriented request;
- 4) remarks or behavior that are / is sexual or sexually oriented which create a negative psychological or emotional environment for work;
- 5) unsolicited sexual oriented remarks or behaviors that are / is degrading or humiliating as it relates to gender.