



Gulf of Georgia Cannery Society

Respectful Workplace Policy

I. Purpose

To promote and maintain a workplace in which all employees and volunteers act and are treated with dignity and respect. To establish processes for addressing complaints of Bullying and Harassment and Discrimination.

II. Policy

The Gulf of Georgia Cannery Society is committed to a respectful workplace, free from Discrimination, Sexual Harassment or Bullying and Harassment. The Society considers workplace Discrimination, Sexual Harassment and Bullying and Harassment serious offences and will not tolerate behavior which may undermine the respect, dignity, self-esteem or productivity of any employee. See Section IV for full definitions of Discrimination, Sexual Harassment or Bullying and Harassment.

The Society does not consider conduct disruptive or disrespectful when a person is a) taking reasonable action to comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees or volunteers; b) expressing reasonable opinions freely and courteously; or c) respectfully engaging in honest differences of opinion.

Complaints under the policy will be addressed in an impartial, timely and confidential manner where possible. Conduct contrary to this policy will not be tolerated and may result in disciplinary action up to and including termination of employment. Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy.

This Policy prohibits retaliation or reprisals against anyone who in good faith (an honest and reasonably held belief) reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern. Retaliation or reprisal is considered to be discriminatory and is subject to disciplinary action by the Society up to and including termination of employment.

Good faith investigations under this policy are not grounds for a Bullying and Harassment complaint. Where it is determined that a person had made a complaint in bad faith or with the intent to harm another and/or has misrepresented what is going on in the workplace, then formal disciplinary action may be taken against the person. Conduct based on mistakes or misunderstandings shall not constitute malicious conduct.

III. Scope

This policy applies to all employees and volunteers of the Gulf of Georgia Cannery Society.

This policy applies to conduct at the workplace itself or during work-related activities or events including, but not limited to, off-site meetings or conferences, client locations, social situations related to work or workers' homes if there are real or implied consequences related to the workplace.

IV. Definitions

Bullying and Harassment means any inappropriate conduct or comment, including electronic, by a person towards an employee or volunteer that the person knew or ought to have known, would cause that employee or volunteer to be humiliated or intimidated, or any other form of unwelcome verbal or physical behaviour which by a reasonable standard would be expected to cause insecurity, discomfort, offence or humiliation to an individual or group of employees or volunteers, and has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

Examples of Bullying and Harassment include, but are not limited to the following:

- words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
- spreading malicious rumours;
- threats or intimidation, including threats of violence;
- vandalizing personal belongings;
- physical assault or violence; and/or
- persistent rudeness, bullying, taunting, patronizing behaviour, or other conduct that adversely affects working conditions or work performance.

Discrimination means discrimination within the meaning of the *BC Human Rights Code* based on a person's race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex or sexual orientation, age or criminal conviction unrelated to the employment or intended employment of the person.

Sexual Harassment means unwelcome conduct that is sexual in nature, which may detrimentally affect the work environment or lead to adverse job related consequences for the victim of the harassment.

Examples of Sexual Harassment include, but are not limited to:

- Unwelcome remarks, questions, jokes, innuendo or taunting about a person's body, sex or sexual orientation, including sexist comments or sexual invitations;
- Leering, staring or making sexual gestures;
- Display of pornographic or other sexual materials;
- Unwanted invitation or physical contact such as touching, patting, pinching or hugging;
- Intimidation, threats or actual physical assault of a sexual nature;
- Sexual advances with actual or implied work-related consequences; or
- Inquiries or comments about a person's sex life or sexual preference.

Complainant is an employee or volunteer who believes that he or she has a complaint of conduct contrary to the policy and is bringing forward the complaint. There can be more than one complainant in a complaint.

Respondent is an individual against whom an allegation(s) of conduct contrary to the policy has been made and who is responding to the allegations made in the complaint. A respondent may be a non-employee.

Manager is the immediate level supervisor of either the Complainant or the Respondent.

Investigator is the person assigned to investigate the complaint. The Investigator may be the Executive Director or delegate or, a member of the Board of Director's Executive Committee or at the Executive Committee's discretion, an external third party.

Mediation is a voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution. Mediation between parties are treated as private and confidential.

Allegation is an unproven assertion or statement based on a person's perception.

Employee includes all employees (full-time, part-time, contract and auxiliary).

Volunteer includes all unpaid personnel conducting business on behalf of the Society. This includes volunteer members of the board of directors.

V. Expected Standards of Conduct

All employees and volunteers are expected to promote and maintain a respectful work environment by adhering to the following Code of Ethics:

1. We are committed to working together for the advancement of the Society's mission.
2. Our actions are open, honest and caring.
3. We refrain from doing anything that could be considered improper conduct including illegal, fraudulent, dishonest, or unethical behaviour or serious negligence in the performance of duties.
4. We work to the best of our ability.
5. We act professionally and courteously by:
 - a. arriving on time to work and work related meetings,
 - b. conducting work with honesty and integrity, and
 - c. showing respect and support for colleagues.
6. We are respectful and polite to one another, volunteers and members of the public. We do not raise our voice, swear, or speak in a manner that makes another person feel belittled.
7. We are respectful of each other's differences. When communicating with people from other backgrounds, we take care to ensure that cultural differences are considered.
8. We communicate with each other in a clear and respectful way that validates others' feelings and provides colleagues with the information they need to do their job well.
9. We contribute to creating a positive work environment.
10. We hold each other accountable when agreements are not honored.

11. We regularly share feedback in a respectful way for the purpose of improved performance.
12. We seek to improve our performance by:
 - a. evaluating and learning from our successes and our mistakes,
 - b. recognizing achievements and celebrating successes, and
 - c. seeking new challenges.

Each employee or volunteer of the Gulf of Georgia Cannery Society is responsible for conducting herself/himself within the spirit and intent of this Policy as well as contributing towards a safe, welcoming and inclusive work environment free from Bullying and Harassment, Discrimination, and Sexual Harassment.

VI. Roles and Responsibilities

Managers and Supervisors are expected to:

- ensure the principles of the policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;
- regularly communicate and support this policy by ensuring all persons, under their supervision, are provided with the policy including knowledge of their rights and responsibilities;
- take a leadership role in providing training for management and employees on respectful workplace behavior;
- give advice on this Policy, addressing and providing assistance to resolve issues of disrespectful behavior, and, or discrimination or harassment; and
- take action and actively participate as needed, in the resolution and investigation of a complaint and implement remedies as required.

Employees and Volunteers (all persons to whom this policy applies) are expected to:

- contribute to a respectful, safe and supportive work environment that is collaborative and inclusive by modelling behavior consistent with the policy and not engaging in prohibited conduct;
- take action when they become aware of prohibited conduct because silence or failure to take action acts as a form of approval; and
- utilize the informal resolution process where appropriate.

Human Resources (Executive Director and Board of Director's Executive Committee):

- provide mediation where parties in dispute consent to meet to determine whether the dispute can be resolved in an informal and mutually satisfactory manner; and
- in some instances, may determine that an external third party mediator should be called upon to assist in achieving resolution.

VII. Reporting

Incidents or complaints of workplace bullying and harassment can be submitted verbally or in writing to the Executive Director. If the Executive Director is the person engaging in bullying and harassing behaviour, contact the Chair of the Board of Directors.

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

When submitting a written complaint, use the workplace bullying and harassment complaint form (see Appendix A). When reporting verbally, the Executive Director (or other designated reporting contact), along with the complainant, must fill out the complaint form.

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

VIII. Investigating

Most investigations at the Gulf of Georgia Cannery Society are conducted internally. In complex or sensitive situations, an external investigator might be hired at the discretion of the Executive Committee of the Board of Directors.

Investigations are:

- undertaken promptly and diligently, and are as thorough as necessary, given the circumstances,
- fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations,
- sensitive to the interests of all parties involved, and maintain confidentiality
- focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses,
- and incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

The Executive Director ensures workplace investigation procedures are followed, conducts investigations and provides a written report with conclusions. Workers are

expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

Investigations include interviews with the Complainant, the Respondent, and any witnesses. The investigator also reviews any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects. If the Complainant and the Respondent agree on what happened, then the Society does not investigate any further, and determines what corrective action to take, if necessary.

If external investigators are hired, they conduct investigations and provide a written report with conclusions to the Executive Committee of the Board of Directors. The Complainant and Respondent are advised of the investigation findings by the Executive Director or Chair of the Board of Directors.

The Society expects workers keep written accounts of incidents to submit with any complaints. The Society keeps a written record of investigations, including the findings.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

IX. Policy & Procedures Review

The Executive Director and Executive Committee of the Board of Directors reviews these policies and procedures on an annual basis and following any investigation. If necessary, appropriate corrective actions are taken within a reasonable time frame following an investigation.

Passed by Board of Directors: Feb. 11, 2016

Appendices:

A) Complaint Form

Name and contact information of complainant
Name of alleged bully(s) or harasser(s)

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

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Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature	Date
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B) Investigation Form

Name of complainant	
Name of respondent/alleged bully	
Date	Location
Name of investigator	

Person interviewed	Other people involved (e.g., alleged bully, witnesses)	Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)

Based on the investigation, did workplace bullying and harassment occur?

Yes No

Reason(s) for this conclusion