

Policy Area: Human Resources	Number: 1.8
Title of Policy: Harassment/Bullying/Violence	Approved by: Adrienne Sabourin
Effective Date: 1993	
Approved Date: January 28, 2021	
Revision Date: November 2020	

1. Rationale or background to policy:

This policy reflects Calgary Progressive Lifestyles Foundation’s values and beliefs in providing a safe and comfortable work environment for everyone. Harassment and violence is a workplace hazard and must be addressed. CPLF is committed to eliminating the hazards of violence and harassment.

2. Policy Statement:

Calgary Progressive Lifestyles Foundation prohibits violence as well as any form of unlawful harassment or discrimination of its employees and contractors on the basis of their sex, age, race, color, ethnic origin, nationality, religious beliefs, creed, marital status, sexual orientation, disability and other personal characteristics. Employees and contractors have the right to work in an environment that is free of personal, sexual, racial harassment or intimidation by any person in the workplace, including individuals and guardians.

These policies are not intended to discourage a worker’s rights pursuant to any other law including the Human Rights Act.

3. Procedures:

Workplace harassment/bullying is behaviour intended to intimidate, offend, degrade or humiliate a particular person or group.

It is a serious issue and creates an unhealthy work environment resulting in psychological harm to workers. Harassing/bullying behaviour can include:

- Unwelcome conduct, comments, gestures or contact which causes offense or humiliation (eg. Name calling, harassing phone calls, spreading rumors)
- Deliberate misgendering (referring to a person using terms or pronouns that do not align with gender)
- Physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual
- Exclusion or isolation of individuals

- Intimidation (standing too close, inappropriate gestures/comments)
- Cyber bullying(posting or sending offensive or intimidating messages through social media or email)
- Deliberately setting up the individual to fail (making unreasonable demands, setting up impossible deadlines)
- Intentionally withholding information or giving wrong information
- Taking away work or responsibility without cause
- Displaying or circulating offensive pictures or materials in print or electronic form.

Sexual harassment includes unsolicited, offensive sexual comments, gestures or physical contact that is likely to cause offence or humiliation to an employee or a contractor. Compromising invitations, sexually provocative pictures, explicit jokes, offending emails, spreading rumors that damage one's reputation, suggestive looks or leers, abuse of authority, remarks about a person's appearance and unwelcome touching are examples of such inappropriate behavior. The conduct, contact or comment need not be deliberate or conscious.

Calgary Progressive Lifestyles Foundation will not tolerate improper interference with the ability of the Agency's employees/contractors to perform their expected job duties. Any employee or contractor who has concerns or questions with regard to harassment of any kind (of themselves or if they witness others being harassed) should contact the Case Manager or Human Resources immediately. If the harassment is physical or sexual in nature the Calgary Police Service or RCMP should be called. Employees carry the responsibility of respecting the rights of their co-workers. Calgary Progressive Lifestyles Foundation encourages employees or contractors who feel they are being harassed to talk to the harasser in an attempt to resolve the situation if comfortable to do so. If not comfortable or the concern is not resolved then the employee/contractor must put in a formal complaint with their Case Manager/Human Resources. Complaints will remain confidential, to the extent possible and appropriate. After the appropriate investigation has been completed and where an employee or a contractor is found to have engaged in harassment of another employee or a contractor disciplinary action will be taken.

Violence is defined as the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

Violence in the workplace may include;

- Physical contact intended to cause or causing harm to staff/contractors.
- Threats of violence or actual violence.
- May be directed to staff by other staff, clients, guardians, superiors, or outside community members when a staff is on duty.

For any staff who have or may face violence in the workplace, the following procedure shall be followed; they are to secure their own safety, and if possible the safety of their clients. They are then to call 911 to involve the Calgary City Police or RCMP if applicable, followed by their supervisor to inform them of the

situation. Calgary Progressive Lifestyles Foundation will then follow the direction of the Police, as well as appropriate disciplinary measures for any staff involved.

