

# Harassment, Bullying and Violence Policy

## 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.

## 2. Policy Statement:

Calgary Progressive Lifestyles Foundation prohibits any form of unlawful harassment or discrimination of its employees and contractor 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.

## 3. Procedures: Guidance in support of day-to-day decisions

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:

- 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
- 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

Harassment and violence is a workplace hazard and must be addressed.

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.

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, 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.

Calgary Progressive Lifestyles Foundation will not tolerate improper interference with the ability of the Agency's employees/contractor 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. 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 first if comfortable to do so. 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, and in some cases, individual or guardians, disciplinary action will be taken. Anyone who reports Violence or Harassment shall not be penalized in any fashion.