

	POLICY	
	HR-101 Respectful Workplace	
	Original Date	Revision Date
	February 07, 2002	December 1, 2020

Policy

RCMSAR believes that all persons should be treated with respect and dignity. To that end RCMSAR will not tolerate any form of discrimination, bullying or harassment involving any members of the organization or those with whom we interact.

Reason for Policy

This policy sets out the acceptable behaviour required of all members of RCMSAR.

Definitions

Bullying - repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress, humiliation, intimidation, and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Discrimination - a distinction, whether intentional or not, that is based on personal characteristics of an individual or group (including, but is not limited to, discrimination or harassment based on race, ancestry, place of origin, colour, ethnicity, religious beliefs, sex, sexual orientation, age, marital status, family status, disability, and other protected grounds named in the applicable human rights legislation), which has the effect of:

- Imposing burdens, obligations, or disadvantages on an individual or group not imposed on others; or
- Withholding of limiting access to opportunities, benefits and advantages available to others.

Without restricting the meaning of these words, discrimination could include but is not limited to:

- Denying membership or personal advancement to individuals based on any of the protected grounds outlined in the applicable human rights legislation; or
- Failing to accommodate an employee or member as required

Personal Harassment – any vexatious conduct or communication directed at an individual that is known or ought reasonably to be known as unwelcome or would cause offense. This includes any actions, gestures, or comments that negatively affect a person's dignity or psychological or physical integrity.

Examples include but are not limited to:

- Offensive or degrading language.
- Practical jokes and ridicule.
- Written, graphic material or displays that suggest hostility toward an individual or group.
- Derogatory comments.
- Disrespectful, rude, demeaning, or bullying behaviour.
- Vexatious behaviour in the form of repeated conduct, verbal comments, actions or gestures which are hostile or unwanted.

Sexual Harassment – is disrespectful/disruptive conduct of a sexual nature made by a person who knows or ought reasonably to know that such conduct or comment is unwanted or unwelcome; or an expressed or implied promise of a reward for complying with a request of a sexual nature; or an expressed or implied threat of reprisal for refusal to comply with such a request; or disrespectful/disruptive conduct of a sexual nature which is intended or reasonably would be known to create an intimidating, hostile or offensive environment.

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

- Verbal abuse or threats of a sexual nature.
- Unwelcome remarks, jokes, innuendoes or taunting of a sexual nature.
- Displaying of pornographic or otherwise offensive pictures.
- Unwelcome and/or repeated sexual invitations or requests.
- Leering or other inappropriate sexual oriented gestures.
- Unnecessary physical contact such as: touching, patting or pinching.
- Sexual assault (this may also be a criminal matter).
- Negative comments that are gender-based; and
- Repeated behaviour that a person has objections to and is known or should reasonably be known to the offender as being unwelcome.

Respectful Conduct – involves courtesy, civility, consideration, and compassion. It is an approach which actively respects individuals by avoiding unnecessary behaviours which would have a negative impact on them. It involves taking responsibility for one's behaviour/conduct in the workplace.

A workplace disagreement or difference of opinion is not by definition disrespectful. The way a disagreement is described, discussed or resolved will determine whether the conduct is respectful.

Member - includes both employees and volunteers.

Guidelines

1. This policy applies to all members of RCMSAR. Protection against bullying, discrimination and harassment extends to incidents occurring at or away from RCMSAR activities, provided the acts are committed within the course of the organizational relationship.

Responsibilities

2. All members of RCMSAR have the right to be treated with respect and enjoy a safe work environment free of harassment, discrimination, or bullying. Therefore, RCMSAR will not tolerate any behaviour by members, or others; that
 - a) Creates a threatening, offensive, hostile, or violent environment.
 - b) Discriminates against, harasses, disrupts or interferes with performance.
 - c) Is of a sexual nature causing a negative effect on an individual or their environment.
 - d) Constitutes bullying or psychological harassment; or
 - e) Adversely affects an individual's opportunities within RCMSAR.
3. All members of RCMSAR have:
 - a) The right to a harassment-free work environment.
 - b) The right to be treated with respect.
 - c) The right to fair and equitable treatment.
 - d) The right to express to another individual what is felt to be harassing behaviour.
4. Members have the following responsibilities:
 - a) The responsibility to treat all members, users of our service, and the public with respect.
 - b) The responsibility to speak up when harassment occurs.
 - c) The responsibility to report harassment to the appropriate person; and
 - d) The responsibility to respect confidentiality.
5. Persons in a position of authority, including Board Members, the Chief Executive Officer, Directors and Managers, Station Leaders, Deputy Station Leaders, Training Officers and Coxswains have the responsibility to:
 - a) Report or investigate all complaints; and
 - b) Enforce compliance with the policy and maintain a harassment free work environment.

Reporting

6. If a member feels that they have experienced harassment, bullying or discrimination or it is present in their work environment they should attempt to resolve it with the perpetrator. However, if the behaviour cannot be remedied informally or that an informal approach is not appropriate, they shall immediately report it to their immediate supervisor or Station Leader.

If not resolved at this level or if the concern involves a supervisor or Station Leader the matter shall be reported to in writing to the Manager, Human Resources.

7. Regardless of the level at which a case is reported, all cases shall be thoroughly investigated in a confidential, unbiased, and timely manner.

Resolution

8. Resolution of a complaint may take several forms.
 - a) *Informal Procedure*: This procedure consists of a discussion between individuals with or without the assistance of somebody within the organization who can act as an intervener. This procedure does not involve an investigation or report, but rather allows for an informal resolution between the individuals.
 - b) *Mediation*: The procedure involves a neutral third party who is willing to discuss the situation with all the individuals involved and help them settle it on their own agreed-upon terms. This will only occur with the involvement of the Manager Human Resources.
 - c) *Formal Procedures*: In this case, an investigation will be conducted, and corrective actions will be taken, or remedies made, as the situation requires. A formal investigation must be overseen or undertaken by the Manager, Human resources.
9. If a member of RCMSAR is found guilty of harassment, bullying or discrimination a course of action (including disciplinary action up to and including the termination of employment or member role) will be recommended by the Manager, Human Resources in consultation with the appropriate organization lead.

Disciplinary action may be appealed by submitting a request to the Chief Executive Officer within 10 days of the imposition of the discipline.

10. Unsubstantiated Complaints – Where there is insufficient evidence to support an allegation there has been no misuse of the policy or bad faith in raising the complaint no action will be taken in relation to the complaint.

11. Retaliation against any person involved in an informal or formal resolution process shall be considered an independent violation of this policy.