

<b>STANDARD OPERATING PROCEDURE</b>			
<b>Department</b>	People Services	<b>Number</b>	PS-SOP-037
<b>Subject</b>	Workplace Harassment and Violence Prevention	<b>Issued</b>	June 1, 2018
		<b>Effective</b>	June 1, 2018
<b>Issued to</b>	Calgary Stampede Members	<b>Version</b>	01
<b>Approved by</b>	Director, People Services	<b>Next Review</b>	June 2021

## **1.0 PROCEDURE STATEMENT**

The Calgary Stampede is committed to providing and maintaining a respectful workplace. This means that we will ensure that all members can work (volunteer) in an environment that reflects our organizational values, and that is free from harassment, bullying, discrimination, abuse and acts or threats of violence. We will not tolerate behaviours and/or situations that are contrary to this commitment.

## **2.0 PROCEDURE RATIONALE**

This procedure provides response procedures and corrective action to respond to allegations and/or incidents of harassment, bullying, discrimination, abuse and acts of violence.

## **3.0 SCOPE**

This policy applies to all members of the Calgary Stampede.

## **4.0 PROCEDURE DEFINITIONS**

**Members:** refers to all employees and volunteers of the Calgary Stampede, and any third party organizations or individuals providing services under contract on the behalf of the Stampede with respect to those services.

**People Leader:** Calgary Stampede managers, supervisors, volunteer leaders, and those with contractor oversight duties.

**Abuse:** any physical, sexual, emotional or verbal action that intentionally harms or injures another person. Abuse may take the form of a singular action or be repetitive or chronic in nature.

**Bullying:** is single event or a repeated pattern of behaviour intended to intimidate, offend, degrade or humiliate a particular person or group—the bully’s target, and may cause psychological or physical harm. This may include cyber-bullying.

**Discrimination:** the differential treatment of an individual or group based on a personal characteristic rather than individual merit that adversely affects their work or employment conditions.

**Harassment:** any single incident or repeated incidents, comment, bullying or action by a person that the person knows or reasonably ought to know would cause offence or humiliation to a worker, or adversely affect a worker’s health and safety. Harassment includes activity that falls under one of the human rights grounds which include race, religious beliefs, colour, gender, gender identity, gender expression, sexual orientation, physical or mental disability, marital status, age, ancestry, place of origin, family status, or source of income, and the action, comment or activity is unwelcome, intimidating, or offensive to the recipient.

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Sexual Harassment: unwanted or offensive acts or behaviours directed at a person's sexuality that include but are not limited to:

- Vulgar or suggestive remarks, sexual jokes or stories;
- Repeated and unwelcome invitations to socialize;
- Sexual demands ;
- Verbal threats, abuse or comments which show contempt for a person's gender, body or other attributes;
- Visual display of suggestive images such as pornographic, sexually explicit or offensive material;
- Leering, ogling, whistling and making obscene gestures;
- Unwelcome physical contact of an intimate nature;
- Coercive sexual behavior; and
- Sexual violence which includes sexual assault and sexual exploitation.

Mutually acceptable flirtation/romance is not sexual harassment.

Violence: an intentional act that causes bodily or psychological harm, however slight, to another person or damage to the property of another or the threat of such an act.

Violent or threatening behaviors may include but are not limited to:

- Physical intimidation or isolation – shaking of fists, standing over an individual without consent, not allowing an individual a way out of an enclosed space, etc;
- Shouting or using threatening language directed to an individual in an intimidating or humiliating manner either in person or by other means including electronic means;
- Aggressive physical contact including pushing, hitting, kicking, punching, grabbing, sexual violence or other aggressive contact;
- Deliberately contacting an individual with a tool, weapon, vehicle or other object in an inappropriate manner;
- Destruction of an individual's personal property.

Workplace: the location at or from which a member is performing or is likely to perform the duties of his or her position, and includes vehicles, internet communications or mobile equipment used in the performance of their duties.

## **5.0 PROCEDURE DETAILS**

### **5.1 Responding to Harassment, Bullying, Discrimination or Threat of Violence**

**5.1.1** A member who feels they are being subjected to harassment, bullying, discrimination, abuse and/or acts or threats of violence should, if comfortable, advise the offending party in a responsible and appropriate manner, either verbally or in writing, that the behaviour or comment is unwelcome and should stop.

**5.1.2** If the member is uncomfortable talking to the individual, the situation should be discussed with their People Leader or People Services or

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Volunteer Services to determine the best communication strategy. A contractor should report the incident to their supervisor and their Stampede contact.

**5.1.3** A complainant may choose to involve another party to facilitate a resolution; either a People Leader, People Services representative or Volunteer Services representative, or another individual acceptable to both parties. This option should be thoughtfully considered as a first step in any situation where unacceptable behaviours might have occurred.

**5.1.4** In the case of an active act of violence, the individual should remove themselves from the situation and immediately call Stampede Dispatch at (403) 261-0595 and/or 911, followed by their People Leader.

## **5.2 Reporting a Complaint**

5.2.1 If an individual is unsuccessful in resolving the matter or finding an acceptable resolution, a formal complaint may be filed. All complaints will be handled objectively and as quickly as possible.

5.2.2 A formal complaint of harassment, bullying, discrimination, abuse or (threat of) violence must be brought to the attention of a People Leader, a People Services representative, or a Volunteer Services representative and may be made in writing.

5.2.3 If a member sustains an injury or experiences adverse symptoms as a result of harassment, bullying, discrimination, abuse and acts of violence; they should consult with their medical professional of their choice to seek suitable treatment. In cases of illness or injury, the Stampede will ensure individuals are accompanied by a first aider as circumstances warrant.

## **5.3 Investigating a Complaint**

5.3.1 People Leaders who have been made aware of a complaint must take appropriate action immediately, and forward the complaint to People Services or Volunteer Services, who will investigate the complaint.

5.3.2 Each situation is different and the steps taken in each investigation may vary. An investigation will be conducted for every formal complaint, and an external consultant may be contracted for this purpose.

5.3.3 The role of the investigator is to investigate the complaint in a neutral and non-partisan fashion in an effort to determine the facts, and file the reports and or recommendations required. The investigator will utilize a method tailored to the circumstances, balancing discretion with resolution.

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#### **5.4 Documenting a Complaint**

5.4.1 All records pertaining to a complaint will be kept in confidential corporate files. Only if disciplinary action is taken will any letters be placed on personnel or volunteer files.

#### **5.5 Frivolous or Vindictive Complaints**

5.5.1 Where an investigation reveals that a complaint was lodged intentionally with false accusations, disciplinary action up to and including termination of employment or volunteer status will result.

#### **5.6 Harassment and Violence Prevention**

5.6.1 The Stampede will provide relevant training for members on Respectful Workplace conduct and harassment and violence prevention.

#### **5.7 Victim and Witness Support**

5.7.1 The Calgary Stampede will provide appropriate support for all victims of harassment, bullying, discrimination, abuse, and acts of violence.

### **6.0 RESPONSIBILITY FOR PROCEDURE ADMINISTRATION**

All People Leaders, contractor oversight personnel, People Services and Volunteer Services.

### **7.0 REFERENCES**

Calgary Stampede Code of Conduct CP-003  
 Alberta Human Rights Act  
 Alberta Occupational Health and Safety (OHS) Act  
 Alberta Occupational Health and Safety Code  
 Government of Alberta: Harassment and violence in the workplace  
 Government of Alberta: Bullies at Work  
 PS-022 Respectful Workplace Policy  
 Calgary Stampede Discipline Policy PS-003  
 SOP-RM-011 Incident Investigation

### **8.0 RESCIND DETAIL**

N/A