

OPERATIONAL POLICY & STANDARD OPERATING PROCEDURE			
Department	Employee Services	Number	PS-022 & PS-SOP-037
Subject	Respectful Workplace & Workplace Harassment and Violence Prevention	First Issued	June 27, 2012
		Effective	March 1 st , 2020
Issued to	Calgary Stampede Members	Version	03
Approved by	Chief Executive Officer	Next Review	March 1 st , 2023

1.0 STATEMENT

The Calgary Stampede is committed to eliminating or, if not reasonably practicable, to controlling the hazards of Workplace Violence and Harassment. The Calgary Stampede is dedicated to providing and maintaining a respectful Workplace. This means that we will take all reasonable steps to ensure that all Members can work and volunteer in an environment that reflects our organizational values, and that is free from Workplace Violence and Harassment. We will not tolerate behaviours and/or situations that are contrary to this commitment.

2.0 RATIONALE

The purpose of this policy and procedure is to detail the expectations of Members and outline the behaviours and conduct that the Calgary Stampede will and will not tolerate. This policy is intended to ensure that:

- Members are aware of and understand that Violence and Harassment are considered serious offences for which necessary corrective action will be imposed;
- Those subjected to Violence or Harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- Members are advised of available resources if they are subjected to or become aware of situations involving Violence or Harassment.

3.0 SCOPE

This policy and procedure applies to all Members.

4.0 DEFINITIONS

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: a single event or repeated pattern of behaviour intended to intimidate, offend, degrade or humiliate a particular person or group—the bully's target, and may cause psychological injury or physical harm. This includes 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.

Domestic Violence or Abuse: a pattern of behaviour used by one person to gain power and control over another with whom they have or have had a personal relationship. This can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behaviour may include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal

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abuse, stalking and using electronic devices to harass and control. Domestic Violence or Abuse becomes a Workplace hazard when it occurs or spills over into the Workplace. It may put the targeted Member at risk, and may pose a threat to others at the Workplace.

Harassment: any single incident or repeated incidents of objectionable or unwelcome conduct, comment, Bullying or action by a person that the person knows or reasonably ought to know will or would cause offence or humiliation to a Member or adversely affect the Member's health and safety. Harassment includes a sexual solicitation or advance and conduct, comment, Bullying or action because of 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. Harassment includes Bullying, Discrimination and Sexual Harassment. Harassment excludes any reasonable conduct of Calgary Stampede or a People Leader in respect of the management of Members or a Workplace.

Members: Stampede directors, officers, management, employees, volunteers, and contractors of the Stampede and persons other than guests or customers who participate in Stampede activities.

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

Sexual Harassment: any sexual act, attempt to obtain a sexual act, or other act directed against a Member's sexuality using coercion, by any person regardless of their relationship to the victim, in a Workplace or work related setting. Sexual Harassment includes but is not limited to:

- Vulgar or suggestive remarks, innuendo, 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.

Violence: whether at a Workplace or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. Violence includes Abuse and Domestic Violence or Abuse. Violent or threatening behaviours may include but are not limited to:

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- 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; and
- Destruction of an individual’s personal property.

Workplace: location where a Member is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a Member in an occupation.

POLICY DETAILS

4.1 General Statements

- 4.1.1** Harassment and Violence can take the form of physical contact or non-physical behaviours. Abuse in any form is an insidious practice that erodes mutual trust and confidence, which are essential to operational effectiveness. Harassment and Violence destroy individual dignity, lower morale, cause fear and break down work unit cohesiveness.
- 4.1.2** People Leaders at every level must be knowledgeable about and sensitive to the many forms that Harassment and Violence can take. These may involve unwarranted or inappropriate comments, gestures, physical contact or assault, or the display of offensive material. The conduct may or may not be deliberate. It may, in fact, be unintended. The question to ask is whether a reasonable person knows or reasonably ought to have known that the behaviour or conduct would cause offence or humiliation to the recipient, or adversely affect the recipient's health and safety.
- 4.1.3** Harassment and Violence may occur as a single event or may involve a continuing series of incidents. They may involve the abuse of authority or position, or may involve relations among peers, customers, guests and external stakeholders. Abuse can victimize any individual, and may be directed by or towards Members or customers and guests.
- 4.1.4** Ignoring Harassment or Violence will not stop the behaviour(s) or prevent the behaviour from happening again. Such behaviours must be addressed and resolved. The failure of People Leaders and

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Members to report Harassment or Violence may result in corrective action.

4.2 Calgary Stampede Commitment

- 4.2.1** The Calgary Stampede is committed to providing a respectful Workplace and volunteer environment for its Members. The Calgary Stampede is committed to eliminating, or if that is not reasonably practicable, controlling the hazards of Harassment and Violence.
- 4.2.2** The Calgary Stampede expects that its Members will treat every person they interact with in the course of their work or duties with dignity and respect. Harassment and Violence of any kind are unacceptable and will not be tolerated.
- 4.2.3** The Calgary Stampede will investigate any incidents of Harassment or Violence or other unacceptable behaviour and if deemed appropriate take corrective action to address the incidents.
- 4.2.4** The Calgary Stampede shall establish programs and procedures to assess, eliminate, control and/or reduce the risk of Harassment and Violence and unacceptable behaviour. All Members are expected to be aware of and participate in relevant programs and procedures, as required.
- 4.2.5** All investigations shall be completed in a fair, respectful and timely manner. No Members will be penalized or reprimanded when following this policy and procedure for reporting an incident or lodging a complaint. However, where an investigation reveals that a complaint was lodged intentionally with false allegations, disciplinary action up to and including termination of employment or volunteer status may result.
- 4.2.6** The Calgary Stampede will provide appropriate support for all victims of Workplace Harassment or Violence.

4.3 Responsibility

- 4.3.1** The Calgary Stampede is responsible for maintaining, as far as is reasonably practicable, a Workplace free from Harassment and Violence for all Members, customers and guests. At the Calgary Stampede, it is the responsibility of every Member to ensure that our environment is healthy and safe, and all Members must recognize and respectfully deal with the diverse cultures that make up the Calgary Stampede environment.

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4.3.2 People Leaders are responsible for ensuring, as far as it is reasonably practicable to do so, that none of the Members under his or her supervision are subjected to or participate in Harassment or Violence at the Workplace. People Leaders are responsible for ensuring that this policy is followed and that Members have the information contained in this policy and the information they need to protect themselves. People Leaders also have responsibility for supporting Members in dealing with inappropriate behaviours. People Leaders, once becoming aware of an allegation of inappropriate behaviour, must follow up on the allegation promptly.

4.3.3 Members are responsible for treating other Members, customers and guests with respect and dignity. Every Member must refrain from causing or participating in Harassment or Violence.

4.3.4 All Members have a responsibility to immediately address behaviour directly or report incidents they witness that are detrimental to the organization’s desire to maintain a respectful workplace via their People Leader, Employee Services, Volunteer Services and other methods outlined in this Policy, Procedure and the Code of Conduct.

4.3.5 Where required by law, People Leaders (with Member involvement) will assess Workplace Harassment and Violence hazards in accordance with the Hazard Identification, Assessment and Control Process (HIAC). People Leaders will work together with Members and the Joint Work Site Health and Safety Committee, or other committee or person designated by applicable legislation, to develop strategies and practices for ongoing reduction of risks of Workplace Harassment and Violence. These include education, information exchange, and review of practices and procedures.

4.4 Policy Violations

4.4.1 Violations of this policy, and any corrective/disciplinary action undertaken as a result, will be managed in accordance with the Calgary Stampede Discipline and/or Code of Conduct and/or Privacy Policies as applicable.

4.5 Confidentiality

4.5.1 The Calgary Stampede is committed to respecting the privacy of all individuals involved in an incident or complaint. Complaints are taken seriously, and will be treated in confidence, involving as few individuals as possible. The circumstances related to the incident and the names of the complainant, the person alleged to have

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committed the Harassment or Violence, and any witnesses will not be disclosed except where it is necessary for the purpose of investigating the complaint or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, where necessary to inform Members of a specific or general threat of Violence or potential Violence, or if compelled by law. Disclosure will only provide the minimum amount of personal information necessary under the circumstances.

4.5.2 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.

4.6 Human Rights Commission or Occupational Health & Safety Complaint

4.6.1 The policy is not intended to discourage a Member from exercising the Member's rights pursuant to any other law, including the *Alberta Human Rights Act*.

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5.0 PROCEDURE DETAILS

5.1 Responding to Harassment and Violence

- 5.1.1** A Member who feels they are being subjected to Harassment or 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 Employee Services or Volunteer Services to determine the best approach or response. A contractor should report the incident to their supervisor and their Calgary Stampede contact.
- 5.1.3** A complainant may choose to involve another party to facilitate a resolution including either a People Leader, Employee Services representative or Volunteer Services representative, or another individual acceptable to both parties. When appropriate, this option should be thoughtfully considered as a first step in any situation where unacceptable behaviours might have occurred.
- 5.1.4** If a Member is in a domestic situation where there is a potential for Domestic Violence, they are encouraged to contact their People Leader, Volunteers Services, or Employee Services. The Calgary Stampede will take reasonably practical measures to protect the Member while at the Workplace.
- 5.1.5** In the case of an active act/or immediate threat of Violence, or a general or specific threat of Violence, the Member should remove themselves from the situation and immediately call Calgary Stampede Dispatch at (403) 261-0595 and/or 911, followed by their People Leader.

5.2 Reporting an Incident

- 5.2.1** If a Member is unsuccessful in resolving the matter or finding an acceptable resolution, a formal complaint may be filed. All complaints will be handled objectively, fairly, and as quickly as possible.
- 5.2.2** A formal complaint of Harassment or Violence must be brought to the attention of a People Leader, a People Services representative, or a Volunteer Services representative.
- 5.2.3** When the Calgary Stampede receives a complaint that falls under this policy, the Calgary Stampede will ask that such complaint be committed to writing. When writing down their complaint, the individual should, to the maximum extent possible, write down everything that happened as it relates to the complaint, including:

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- Name(s) of the complainant(s) and contact information;
- Name of the alleged harasser(s), position and contact information (if known);
- Name of witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known);
- Time and date of the alleged wrong doing;
- Location(s) where alleged Harassment or Violence took place;
- Description of the violent and/or harassing conduct;
- Any supporting documents the Member who complains of Harassment or Violence may have in their possession that are relevant to the complaint;
- A list of any document a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint; and
- Anything else that is relevant to the complaint.

5.2.4 If a Member sustains an injury or experiences adverse symptoms as a result of Harassment or Violence, they should consult with the medical professional of their choice to seek suitable treatment. In cases of illness or injury, the Calgary 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 Employee Services or Volunteer Services, who will investigate the complaint. Failure of a People Leader to sufficiently respond may result in disciplinary action. Employee Services and Volunteer Services will notify the parties involved when an investigation is commencing and when it has concluded.

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 in a timely manner, and an external consultant may also 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 any reports and/or recommendations required. The investigator will utilize a method tailored to the circumstances, balancing discretion with resolution. The investigation shall also involve the participation of the joint health and safety committee, or the onsite health and safety representative.

5.3.4 When the Calgary Stampede has completed its investigation, the Calgary Stampede will, to the extent appropriate as determined by

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the Calgary Stampede, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation.

5.3.5 If it is determined that a complaint is substantiated, the Calgary Stampede will act promptly to eliminate the offending conduct, and where it is appropriate the Calgary Stampede will impose corrective/disciplinary action up to and including termination without notice.

5.3.6 The Calgary Stampede will not disclose the circumstances related to an incident of Harassment or Violence or the names of the complainant, the person alleged to have committed the Harassment or Violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action taken to address the incident, where necessary to inform Members of a specific or general threat of Violence or potential Violence, or as required by law. The employer will disclose only the minimum amount of personal information that is necessary.

5.4 Documenting a Complaint

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

5.5 Harassment and Violence Prevention

5.5.1 The Calgary Stampede will provide relevant training for Members on respectful Workplace conduct and Harassment and Violence prevention during General Safety Orientation.

5.5.2 All Members will be made aware of this policy and procedure and Calgary Stampede's commitment to maintaining an environment that is free of Workplace Violence and Harassment.

5.5.3 Where required by applicable law, People Leaders (with Member involvement) will assess Workplace Violence and Harassment hazards. When required, risk assessments will be reviewed. The Calgary Stampede has developed a risk assessment tool (HIAC) in accordance with the applicable legislation.

5.5.4 People Leaders will work together with Members and the Joint Work Site Health and Safety Committee, or other committee or individual as required by applicable legislation, to develop strategies and practices for ongoing reduction of risks of Workplace Violence and Harassment. These include, but are not limited to, education, information exchange, and reviews of practices and procedures.

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5.5.5 As required, the Calgary Stampede will assess the Workplace in order to evaluate and determine vulnerability to Workplace Violence and Harassment hazards and to provide appropriate control measures.

5.6 Victim and Witness Support

5.6.1 The Calgary Stampede will provide appropriate support for all victims of Harassment and Violence.

6.0 RESPONSIBILITY FOR POLICY ADMINISTRATION

All People Leaders, contractor oversight personnel, Employee 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
Calgary Stampede Discipline Policy PS-003
SOP-RM-011 Incident Investigation

8.0 RESCIND DETAIL

HRP 142, HR – 05 – 02 Version 01 (Respectful Environment Policy),
PS-022- Respectful Workplace Policy Version 02
PS-SOP-037 Workplace Harassment and Violence Protection Version 01