

STANDARD OPERATING POLICY			
Department	Employee Services	Number	PS-022
Subject	Workplace Discrimination, Harassment and Violence Operating Policy	First Issued	June 27, 2012
		Effective	January 23, 2025
Issued to	Calgary Stampede Members	Version	04
Approved by	Chief Executive Officer	Next Review	January 23, 2028

1.0 POLICY STATEMENT

The Calgary Stampede is committed to providing a safe and respectful workplace for members health and safety and will take whatever steps are reasonable to protect members from the potential hazards associated with workplace violence or harassment.

The Calgary Stampede is committed to eliminating or, if that is not reasonably practicable, controlling the hazards of workplace violence or harassment to members. Violent or harassment behaviour or threat of violence or harassment in the workplace is considered unacceptable.

The Calgary Stampede will investigate any complaints and incidents of violence or harassment and take corrective action to address.

In addition to this policy, members may also refer to the Alberta Human Rights Act, or the Alberta Occupational Health and safety Act and Code.

2.0 RATIONALE

The Calgary Stampede recognizes that workplace discrimination, harassment or violence can have serious consequences, including physical injury, psychological harm, and reduced productivity. Additionally, the Calgary Stampede acknowledges that domestic violence can spill over into the workplace, affecting a member's safety and well-being.

This policy outlines the Calgary Stampede's commitment to preventing workplace discrimination, harassment and violence, including addressing the impact of domestic violence in the workplace. This policy includes steps for reporting incidents, responding to threats, discrimination, harassment and violence, and supports for members who may be affected by violence or harassment in the workplace.

This policy is intended to ensure that:

- Members are aware of what the Calgary Stampede views as inappropriate workplace behaviours.
- Members are aware of and understand what constitutes workplace discrimination, harassment or violence, acts of discrimination, harassment or violence, and that these are considered serious offences for which necessary corrective action will be imposed.
- Those subjected to discrimination, harassment or violence are encouraged to access any assistance they may require in order to pursue a complaint.
- Members are advised of available resources if they are subjected to or become aware of situations involving violence or harassment.

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3.0 SCOPE

This policy applies to all Calgary Stampede members and behaviours that occur in the workplace or outside of the workplace while representing themselves as a representative of the Calgary Stampede.

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 or Personal Harassment: Involves either: A single, serious occurrence, or repeated conduct, comment, display, action or gesture, that has a lasting harmful effect, that adversely affects the member's psychological or physical well-being and that the person knows or ought reasonably to know would cause the member to be humiliated or intimidated.

Discrimination: An action, policy, practice, or decision that has a negative effect on an individual or group and is related to certain personal characteristics such as race, age, disability, gender, religious beliefs, family status, or sexual orientation. The behaviour may or may not be intentional. The Alberta Human Rights Act protects individuals from discrimination based on one or more protected ground and in one or more protected areas, as described in the Act.

Harassment, racism, and hate can be forms of discrimination. They are prohibited under the Act if they are based on one or more protected grounds and in one or more protected areas. The Act protects against discrimination based on the following protected grounds: mental disability, physical disability, gender (including pregnancy and sexual harassment), gender identity, gender expression, sexual orientation, race, colour, ancestry, place of origin, religious beliefs, age, marital status, family status, source of income (such as government assistance or disability pension).

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 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. For this policy, the term Violence will be used and includes Domestic Violence or Abuse when it occurs or spills over into the Workplace.

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Harassment: Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes (Alberta Occupational Health and Safety Code, 2023, s. 1(n)):

- Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation.
- Sexual solicitation or advance.

but excludes any reasonable conduct of a leader in respect to the management of members.

Members: Employees, volunteers, designates, appointees and contractors of the Stampede.

Leader: Supervisors, managers, management directors, vice presidents, the executive management team, board of directors, and committee chairs. The term "member's leader" refers to the person who each member reports to directly.

Respectful Workplace: The Calgary Stampede defines a respectful workplace as one where their core values of Safety, Integrity, Western Hospitality and Pride of Place are the norm. A respectful workplace demonstrates behaviours such as (list is not all-inclusive):

- Consistently demonstrates safety principles, including physical, psychological, and animal safety.
- Demonstrates a positive attitude and a willingness to help others across the organization.
- Positively contributes to team and organizational decisions

Sexual Harassment: Is unwelcome or unwanted behaviour that is sexual in nature. It is a form of discrimination based on the protected ground of gender. Sexual harassment may sometimes, but not always, be an attempt by one person to exert power over another person. Behaviour acceptable to both people involved, such as mutual flirting, is not harassment; however, it may be perceived as inappropriate displays at the workplace.

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Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with a member's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats, requests for any type of sexual favour (this includes repeated, unwelcome requests for dates), and verbal abuse of "kidding" that is oriented toward a prohibitive form of discrimination or harassment, including that which is sexual in nature and unwelcome.

Sexual Violence: Sexual violence is an act committed against someone's sexual integrity without that person's freely given consent. It can be physical or non-contact, affects all ages and genders, and the person committing the act may be known or a stranger. Sexual violence includes but is not limited to forced sexual intercourse or sexual assault; sexual harassment; 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. Violent or threatening behaviours 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 includes 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.
- A member's partner or family member comes to the workplace to threaten or harm the member.
- Psychological harassment or bullying (e.g. persistent intimidation, humiliating comments).

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Workplace: Is defined broadly and includes, but is not limited to:

- All areas of the actual work site.
- The locations of work-related social functions, conferences or training sessions.
- The location of work assignments both on and off Calgary Stampede Park.
- Any location related to the Calgary Stampede's business.
- Any location where interactions may be reasonably viewed as having an impact on the work environment and relationships.

5.0 ROLES AND RESPONSIBILITIES

5.1 Employer

- Ensure a workplace free from all forms of discrimination, harassment, or violence, based upon acting with due diligence, and taking reasonable and practical measures within the Employer's control.
- Regularly assess the workplace for risks associated with workplace discrimination, harassment or violence.
- Provide training on recognizing and responding to workplace discrimination, harassment or violence.
- Implement clear reporting procedures for incidents of workplace discrimination, harassment or violence.
- Take immediate and appropriate action in response to reports or threats of discrimination, harassment or violence.
- Provide support to affected members, including access to Employee Assistance Programs (EAP), counselling, and other resources.
- Respond to and investigate incidents of workplace discrimination, harassment and violence promptly and confidentially.

5.2 Members

- Promotes a respectful workplace. This includes refraining from causing or participating in discrimination, harassing treatment, or engaging in acts of violence against other members at the workplace.
- Leaders must be knowledgeable about and sensitive to the many forms that discrimination, harassment and violence can take. Immediately report any incident or threat of violence or harassment to a member's leader, a representative of Volunteer Services or Employee Services, to a designated health and safety representative, or as appropriate to an executive vice president.
- Participate in training on discrimination, harassment and violence prevention and recognize warning signs of both workplace and domestic violence.
- Cooperate in investigations into discrimination, harassment and violence incidents and follow recommended safety procedures.

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- Take appropriate steps to avoid escalating potential violence or harassment situations.

5.3 Employee Services

- Employee Services will be responsible for the maintenance and administration of this policy, cascading communication of the policy, and providing training on the policy.

6.0 RISK ASSESSMENT

- As part of the commitment to a safe workplace, the Calgary Stampede will conduct regular workplace violence risk assessments.
- Risks for workplace discrimination, harassment and violence: Identifying areas or situations where workplace violence or harassment may occur (e.g., high-stress environments, interactions with the public, or jobs that involve dealing with aggressive clients)
- Potential risks from domestic violence: Identifying if an employee may be at risk due to domestic violence that could affect their safety in the workplace (e.g., an abuser showing up at the workplace or harassment through phone or email).

6.2 Risk assessments will be reviewed regularly and updated to ensure that any potential hazards, including those linked to domestic violence, are addressed. This includes identifying and taking reasonable precautions to protect the member and all other people at the workplace likely to be affected.

7.0 WORKPLACE VIOLENCE

In the event of a violent or harassment emergency situation, follow the steps detailed on the “Emergency Procedure” poster, posted on the safety bulletin board. Always call Dispatch at (403) 261-0595 or 911 in case of an emergency.

8.0 DISCRIMINATION, HARASSMENT AND VIOLENCE PREVENTION PLAN

The Calgary Stampede will ensure that workers are trained in:

- a) The recognition of discrimination, harassment and violence.
- b) The policies, procedures and workplace arrangements that the Calgary Stampede has developed and implemented to eliminate or control the hazards of discrimination, harassment and violence.

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- c) The appropriate response to discrimination, harassment and violence, including procedures for obtaining assistance.
- d) The procedures for reporting, investigating and documenting incidents of discrimination, harassment and violence.

9.0. REPORTING DISCRIMINATION, HARASSMENT AND VIOLENCE INCIDENTS

- 9.1. As a first step, members subjected to inappropriate behaviour that may constitute discrimination, harassment or violence are encouraged to first clearly and firmly make the member aware that their behaviour is unwelcome, objectionable and must stop. The Calgary Stampede recognizes this is not always possible or appropriate, depending on the circumstances. In the event of immediate harm coming from violence or harassment, call Dispatch first. Park Patrol will require an incident statement which does not replace any other required written documentation.
- 9.2. If the member is uncomfortable with taking actions as per step 9.1 above, the member should discuss the situation with their Leader. If the complaint is against the member's Leader, the member should discuss the situation with an Employee Services or Volunteer Services representative. A contractor should report the incident to their direct supervisor and their Calgary Stampede representative. As per the Disclosure and Protected Disclosure Policy CG-002, concerns may be reported anonymously through the Confidential Safe Reporting Service, but this may limit the Calgary Stampede's ability to respond and investigate.
- 9.3. Leaders will take all reasonable steps to prevent and effectively deal with workplace violence, harassment or discriminatory treatment. They will support all parties involved in a complaint and provide guidance on this procedure, when requested.
- 9.4. In support of step 9.1 above, if an opportunity exists to facilitate a resolution informally between the members, this will be discussed and thoughtfully considered and will involve discussions with the member filing the complaint, the Leader and a representative from Employee Services or Volunteer Services as a method of informal resolution.
- 9.5. If an informal resolution is not possible or fails to be resolved or improved, the member may make a formal complaint to their Leader or a representative from Employee Services or Volunteer Services as a second step in the procedure. There may be instances where the first step will be bypassed as determined by the Employee Services or Volunteer Services representative.

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- 9.6. The written complaint should include as much detail as possible, including dates, times, witnesses (if any), a detailed description of the events, locations and the nature of the behaviour, acts or conduct complained of, and the members attempts (if any, and if not then why not) to deal with the situation directly or through the informal resolution process.
- 9.7. The Leader will immediately notify their assigned Employee Services Representative or Volunteer Services representative no longer than 48 hours from receiving the written complaint and forward it to their designated representative.
- 9.8. The Employee Services or Volunteer Services representative will review and consider the complaint to determine if further investigation is required. The review may include initial fact findings such as interviewing the complainant, the respondent, and witnesses to the incident or circumstances that led to the complaint.
- 9.9. The findings of the review and recommendations for further action, if any, must be communicated in writing to the complainant and respondent within 10 working days of receipt of the complaint.
- 9.10. If an investigation is recommended, the Employee Services or Volunteer Services representative must:
 - a) Advise the respondent, in writing, the nature and specifics of the complaint, of their rights to representation and of the investigation.
 - b) Advise the complainant of the investigation; and
 - c) Assign the investigation to an investigator (either the Employee Services or Volunteer Services representative, or a third-party investigator).
- 9.11. The investigator will make a written report with the findings of the investigation to the Leader within 30 working days. Extensions may be granted by the Director, Employee Services or Director, Volunteer Services in appropriate circumstances.
- 9.12. The Employee Services or Volunteer Services representative, along with the Leader will advise the complainant and respondent, in writing, of the outcome of the investigation. Summaries of the investigation process and conclusions may be provided to the complainant and respondent.

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- 9.13. Where workplace discrimination, harassment or violence has been substantiated, corrective and disciplinary action will be taken up to and including termination of employment or volunteer status for just cause, depending on the circumstances. Specific details of the corrective action or discipline may not be shared with the complainant or others in order to respect privacy and confidentiality.
- 9.14. If it is determined that a member made a false complaint knowingly or in a malicious manner, the member will be subject to corrective action or discipline up to and including termination of employment or volunteer status for just cause.
- 9.15. If a member, in good faith, brings a discrimination, harassment or violence complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed, and no record of it will be put in the accused's file. As long as the complaint was made in good faith, there will be no penalty to the member who complained, and no record in their personnel file.
- 9.16. In order to comply with statutory obligations to prevent and investigate discrimination, harassment and violence, the Leader must follow the above procedure even when:
- A complaint has been made anonymously or by someone who asks to remain anonymous; or
 - There is no specific complaint, but there is a pattern of inquiries or concerns raised over time which suggest the existence of a specific problem not already addressed, or
 - There is reason to believe that a systemic problem exists in the Workplace.
- 9.17. When a report of workplace discrimination, harassment or violence has been made, the Calgary Stampede will:
- Investigate the incident promptly and thoroughly while maintaining confidentiality and privacy.
 - Take appropriate protective measures to ensure the safety of affected members. This may include:
 - Relocating the member to a different work area.
 - Adjusting work schedules.
 - Installing security measures (e.g., escorting members to and from the workplace).
 - Offering leave or other accommodation.
 - Provide ongoing support for the affected member (e.g., counselling,

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Employee Assistance Programs (EAP), referrals to domestic violence services).

- If the discrimination, harassment or violence was caused by a member, the Calgary Stampede will take corrective action, which may include disciplinary measures up to and including termination.
- If discrimination, harassment or violence involves non-members (e.g., a customer, client, or family member), appropriate action will be taken, including legal steps if necessary.

9.0 SUPPORT FOR AFFECTED MEMBERS

Members who experience workplace discrimination, harassment or violence, or who are affected by domestic violence will be provided with support, including:

- Access to confidential counselling services through the Employee Assistance Program (EAP).
- Temporary work accommodation (e.g., change in work duties, relocation, flexible hours).
- Assistance in obtaining support services for domestic violence victims, such as shelters, legal support, or therapy.
- Paid or unpaid leave if necessary to manage the effects of domestic violence.

10.0 CONFIDENTIALITY AND PRIVACY

10.1 Any complaint brought or investigation conducted under this procedure will be treated confidentially to the greatest extent possible.

10.2 The confidentiality of all parties involved in a complaint or incident, except where disclosure is necessary to:

- Investigate the complaint or incident,
- Take corrective action, or
- Inform the parties involved in the complaint or incident of the results of the investigation and of any corrective action to be taken to address the complaint or incident,
- Necessary to inform members of a specific or general threat of violence or potential violence, or
- Required by law

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10.3 Any unauthorized disclosure of confidential information relating to a complaint may result in disciplinary action, up to and including termination of employment for just cause.

10.4 All records of a complaint must be kept separate from the respondent's personnel file except where the complaint is determined to be substantiated.

11.0 TRAINING

The Calgary Stampede will provide training for all members on how to:

- Recognize signs of workplace discrimination, harassment and violence.
- Respond appropriately to threats or incidents of discrimination, harassment and violence.
- Report incidents of workplace discrimination, harassment and violence.
- Access support resources, including domestic violence helplines, community resources, and EAP services.
- Leaders will receive additional training on handling sensitive situations involving domestic violence and how to support affected members effectively.

12.0 NO-RETALIATION

The Calgary Stampede has a strict no-retaliation policy to protect members who report incidents of workplace discrimination, harassment or violence. Any member who engages in retaliation against another member for reporting discrimination, harassment or violence, participating in an investigation, or seeking support will be subject to disciplinary action, up to and including termination.

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13.0 COMPLIANCE

Failure to comply with this procedure may result in disciplinary action up to and including termination of employment for just cause.

14.0 REFERENCES

- 14.1 Alberta Occupational Health & Safety Code Part 27 Violence and Harassment
- 14.2 Calgary Stampede Code of Conduct CP-003
- 14.3 Calgary Stampede Discipline Policy PS-003
- 14.4 Calgary Stampede Incident Management Procedure, HS-S04-125-SOP
- 14.5 Disclosure and Protected Disclosure Policy CG-002

15.0 REVISION HISTORY

Date	Version	Change Reference	Author(s)	Approved By
1/10/2025	04	Title change of Standard Operating Policy and Procedure from Respectful Workplace to Workplace Discrimination, Harassment & Violence Policy. Updated to meet OHS Requirements and Calgary Stampede processes.	Employee Services Director	Chief Executive Officer
03/01/2020	03	Procedure updated. Rescinded were: 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	Employee Services	Chief Executive Officer