



Respectful Workplace

1.0 POLICY STATEMENT

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

2.0 POLICY RATIONALE

The purpose of this policy is to describe the expectations and behaviours that the Calgary Stampede Foundation considers appropriate and inappropriate. This policy will ensure that:

- Foundation representatives are aware of and understand that harassment, bullying, discrimination, abuse and acts of violence are considered serious offences for which necessary action will be imposed;
- Those subjected to harassment, bullying, discrimination, abuse and acts of violence are encouraged to access any assistance they may require in order to pursue a complaint; and,
- Foundation representatives are advised of available resources if they are subjected to or become aware of situations involving harassment, bullying, discrimination, abuse and/or acts of violence.
- Foundation representatives are adequately protected from false accusations.

3.0 SCOPE

This policy applies to all Foundation representatives.

4.0 POLICY 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: is 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 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.

Foundation Representative: includes Foundation directors, officers, management, employees, volunteers, and contractors and persons other than guests who organize and operate and oversee Foundation programs and activities. Program participants, defined as any person enrolled as a member or student in



Respectful Workplace

Foundation or Foundation led youth programs or activities, may also be considered Foundation representatives.

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 protected 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.

Management team: refers to all management level employees reporting directly to the Executive Director, as well as the Controller, Foundation.

Employee Services Department: The Foundation has contracted the Calgary Stampede (the "Stampede") to provide human resources services to the Foundation.

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;

Respectful Workplace

- 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 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 POLICY DETAILS

5.1 General Statements

- 5.1.1** Harassment, bullying, discrimination, abuse and acts of 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, bullying, discrimination, abuse and acts of violence destroy individual dignity, lower morale, engender fear and break down work unit cohesiveness.
- 5.1.2** The Management team at every level must be knowledgeable about and sensitive to the many forms that harassment, bullying, discrimination, abuse and acts of 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 test is whether a reasonable person knows or ought to have known that the behaviour would be considered unwelcome or offensive by the recipient.
- 5.1.3** Harassment, bullying, discrimination, abuse and acts of 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, visitors and external stakeholders. Abuse can victimize any individual, and may be directed by or towards the Calgary Stampede Foundation's employees, volunteers, contractors and guests or members of the public.
- 5.1.4** Ignoring a situation where repeated harassment, bullying, discrimination, abuse or acts of violence exists will not stop the behaviour(s) or prevent them from happening again. Such behaviours must be addressed and resolved.

Respectful Workplace

5.2 Calgary Stampede Foundation Commitment

- 5.2.1** The Calgary Stampede Foundation is committed to providing a respectful workplace and volunteer environment for its employees, volunteers and contractors. The Foundation will provide an environment which ensures that all employees, volunteers and contractors are able to work and volunteer free from the threat of harassment, bullying, discrimination, abuse and acts of violence.
- 5.2.2** The Foundation expects that employees, volunteers and contractors will treat every person they interact with in the course of their work or duties with dignity and respect. Harassment (including sexual harassment), bullying, discrimination, abuse and violence of any kind are unacceptable and will not be tolerated.
- 5.2.3** The Calgary Stampede Foundation, in consultation with the Employee Services Department, will investigate all reported incidents of violence, harassment, bullying, discrimination, abuse or other unacceptable behaviour perpetrated by an employee, volunteer or contractor.
- 5.2.4** The Calgary Stampede Foundation, in consultation with the Employee Services Department shall establish programs and procedures to assess, eliminate, control and/or reduce the risk of harassment, bullying, discrimination, abuse, acts of violence and unacceptable behaviour. All employees, volunteers and contractors are expected to be aware of and participate in relevant programs and procedures, as required.
- 5.2.5** Where an investigation reveals that a complaint was lodged intentionally with false allegations, disciplinary action up to and including termination or employment or volunteer status may result.
- 5.2.6** The Calgary Stampede Foundation, in consultation with the Employee Services Department, will provide appropriate support for all victims of harassment, bullying, discrimination, abuse, and acts of violence.

5.3 Responsibility

- 5.3.1** Employers are responsible for maintaining an environment free from harassment, bullying, discrimination, abuse and violence for all employees, contractors, volunteers, guests and clients. At the Foundation, it is the responsibility of every individual to ensure that our environment is healthy and safe, and all employees, volunteers and contractors must recognize and respectfully deal with the diverse styles and cultures that make up the Foundation environment.



Respectful Workplace

- 5.3.2** The Management team are responsible for fostering and maintaining an environment free from harassment, bullying, discrimination, abuse and acts of violence. The Management team also have responsibility for supporting employees, volunteers and those they work with in dealing with inappropriate behaviours. The Management team, once becoming aware of an allegation of inappropriate behaviour, must follow up on a complaint promptly.
 - 5.3.3** Employees, volunteers and contractors are responsible for treating co-workers, volunteers, contractors and the public with respect and dignity, participating in the development and implementation of policies and procedures, participating in organizational respect education programs and reporting incidents of harassment, bullying, discrimination, abuse and violence.
 - 5.3.4** All Foundation representatives have a responsibility to immediately report incidents they witness that are detrimental to the organization's desire to maintain a respectful workplace via a member of the Management team, or the Employee Services Department, and other methods outlined in this Policy and the Code of Conduct.
- 5.4** Policy Violations
- 5.4.1** Violations of this policy will be managed in accordance with the Calgary Stampede Foundation Code of Conduct as applicable.
- 5.5** Confidentiality
- 5.5.1** The Foundation 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. Any information gathered related to the complaint will not be disclosed except where it is necessary for the purpose of investigating the complaint, for taking disciplinary action or if compelled by law. Disclosure will only provide the minimum amount of personal information necessary under the circumstances.
 - 5.5.2** 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.



Respectful Workplace

5.6 Human Rights Commission or Occupational Health & Safety Complaint

- 5.6.1 A member with a complaint related to harassment on the basis of prohibited discriminatory grounds, including sexual harassment, has the right to file a complaint directly with the Alberta Human Rights Commission. A complaint must be filed within a specified time limit (e.g., 12 months) from the alleged incident.
- 5.6.2 A member has the right to file a complaint regarding workplace harassment and violence with Occupational Health and Safety or exercise their rights pursuant to any other law.
- 5.6.3 The Foundation reserves the right to proceed with its own independent investigation, even when a Human Rights Commission complaint or Occupational Health and Safety complaint is filed.

6.0 RESPONSIBILITY FOR POLICY ADMINISTRATION

The Management team and Employee Services Department.

7.0 REFERENCES

Calgary Stampede Foundation Code of Conduct CSF-CP-007
Alberta Human Rights Act
Alberta Occupational Health and Safety (OHS) Act
Alberta Occupational Health and Safety Code
Government of Alberta: Bullies at Work
Workplace Violence and Harassment Prevention SOP CSF-PR-SOP-001 (still to be approved)
Youth Activity Application Policy and Procedure CSF-PR-001 (still to be approved)
Youth Interaction Guidelines
Youth Interaction Boundaries Sheet

8.0 RESCIND DETAIL