



RCABC HARASSMENT POLICY - 2014

Preamble / Reasons

The RCABC recognizes a moral and legal responsibility to provide an environment for its members, employees, contractors, clients, and guests that is free from harassment. The RCABC considers harassment as unacceptable behaviour that will not be tolerated. Reports of harassment will be investigated promptly.

Definition

Harassment is any form of communication or behaviour that:

- is unwelcome, or that a reasonable person ought to know is unwelcome, and
- is likely to cause a hostile or uncomfortable environment by
 - demeaning or humiliating a person or group,
 - isolating or excluding from them participating,
 - seriously embarrassing them,
 - insulting or offending them, or
 - intimidating them

Examples of harassment may include:

- disrespect
- sarcasm
- name-calling,
- insults or derogation
- belittlement
- defamation or slander
- vulgarity
- offensive correspondence
- telling offensive jokes,
- making offensive gestures
- display of signs or objects that single out the victim(s)

Harassment

- is usually repeated
- may arise from
 - an imbalance or abuse of power
 - an individual's personal style of communication
 - competition for title or resources
 - a personality conflict between two or more people
 - a conflict of interest
 - a desire for intimate relations
- may be a form of discrimination on grounds prohibited by the BC Human Rights Code, which include:
 - race,
 - colour,
 - ancestry,



RCABC HARASSMENT POLICY - 2014

- place of origin,
- religion,
- marital status,
- family status,
- physical or mental disability,
- sex (includes pregnancy, breastfeeding, and sexual harassment),
- sexual orientation, or
- age (19 and over)
- may be criminal
 - under CCC sec 264, *Criminal Harassment*, or
 - other criminal act

Scope

This policy applies to any person

- participating in any RCA BC sanctioned or informal activity,
- acting on behalf of the RCA BC,
- doing business with the RCA BC, or
- engaged in any activity that arises directly from the above

Procedure

It is the responsibility of the RCABC and its members to create and maintain a culture that recognizes harassment as unacceptable behaviour and where everyone can realize their full potential.

At all times, Members will

- Treat colleagues with respect and dignity.
- Ensure they do not harass
- Ensure they do not condone harassment or an environment where harassment can occur
- Actively contribute to a supportive, comfortable, productive and harassment free environment.
- Apprise others of the acceptable standard of behaviour
- Ensure that others are aware of their rights and responsibilities regarding harassment.
- Ensure that others do not suffer from harassment
- Take early action to deal with behaviour that may become intimidating or offensive
- Intervene if any person's conduct is intimidating, hostile, or offensive or adversely affects performance, health or satisfaction.
- Report all known or observed harassment.



RCABC HARASSMENT POLICY - 2014

On an ongoing basis, the Executive will take steps to

- inform members about this policy
- educate members about the definition and nature of harassment
- insure that members know their own rights and responsibilities regarding harassment

On receiving a harassment complaint a person or persons duly authorized by the Executive will:

- investigate the complaint by interviewing
 - Complainant,
 - Subject of complaint,
 - Those involved, and / or
 - Witnesses
- make a determination of what has happened
- consult, if necessary, with any expert or source on harassment
- recommend a course of action

On coming to or receiving the outcome of an investigation, the Executive or duly appointed person will:

- at Executive's discretion, inform complainant and subject of complaint of outcome of decision
- take action to stop harassment by
 - conciliation
 - counselling
 - reminders
 - removal of person(s) from event(s)
 - other action, as appropriate
- restore harassment free environment by
 - clarifying rules
 - providing or allowing accommodations
 - education

Exceptions / Other

No person will be penalized for making a complaint in good faith

This policy applies whether or not the harassment also falls under another jurisdiction, such as Human Rights Code, Criminal Code or another organization's harassment policy.

This policy is not intended to cause undue hardship to the RCA BC or its members or compromise mandates, goals or activities, such as:

- Safety
- Holding and participation in events
- Imparting skills and knowledge
- Testing and recognition of competence and performance