

Preamble:

At Pride Winnipeg Inc., we are committed to providing a safe and respectful environment for all volunteers, contractors, managing members and participants of events. No one may be harassed and no one has the right to harass anyone else at any event, meeting that Pride Winnipeg Inc. is involved with.

Policy Statement:**What is harassment?**

There are two main types of harassment. One type includes inappropriate conduct in any form about a person's:

- Age, race
- Creed, religion
- Sex, sexual orientation
- Marital status, family status, economic status
- Political belief, association or activity
- Disability, size, weight, physical appearance
- Nationality, ancestry or place of origin

A second main type relates to what is sometimes referred to as "bullying" behavior that may involve:

- Repeated humiliation or intimidation that adversely affects a worker's psychological or physical well-being
- A single instance so serious that it has a lasting, harmful effect on a worker

Harassment may be written, verbal, physical, a gesture or display, or any combination of these. It may happen only once, but often happens repeatedly.

What is not harassment?

Reasonable actions by managing members to help manage, guide or direct volunteers or the workplace are not harassment. Appropriate employee performance reviews, counseling or discipline by a supervisor is not harassment.

Organization Responsibilities

Leadership at Pride Winnipeg Inc. must ensure, as much as possible, that no volunteer is harassed in the workplace.

Leadership will take corrective action with anyone under their direction who harasses another person. Leadership will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is:

- Necessary to investigate the complaint
- A part of taking corrective action

- Required by law

The harassment prevention policy of Pride Winnipeg Inc. does not discourage or prevent anyone from exercising their legal rights.

Pride Winnipeg Inc. and its managing members are responsible for keeping a safe work environment, free of harassment. If you are a managing member and you become aware of harassment you must do everything in your power to stop it, whether or not a complaint is made.

Courts presume that organizations and their leadership are responsible for being aware of harassment in their organization and may penalize them accordingly. Managing members who ignore harassment leave themselves and their organization open to legal consequences.

Procedures:

If you are harassed, the first thing to do is tell the person harassing you to stop, if you are comfortable doing that. You can do this in person or in writing. If you feel unable to deal with him or her directly, you can speak to your supervisor or the Human Resources Director with Pride Winnipeg Inc.

There may be informal ways to deal with your complaint. Your supervisor may speak to the harasser. Your supervisor may also arrange for the Human Resources Director to mediate the situation, in which the Human Resources Director will help the people involved reach an acceptable solution. If the informal route does not succeed or is not appropriate, Pride Winnipeg Inc. will support its managing members in filing a formal complaint.

The complaint will be investigated thoroughly and promptly by an independent party (either from within the organization or outside of it) trained to do investigations - someone with a Human Resources or Management background. When the investigation is complete, the investigator will provide a written report for the President of Pride Winnipeg Inc.

The Human Resources Director and/or the President of Pride Winnipeg Inc. will inform the person who filed the complaint and the harasser of any remedies or disciplinary action.

Corrective Action for Harassers

Managing members that harass another person will be subject to corrective action by Pride Winnipeg Inc. In most cases, the harasser will also be required to attend some form of workplace behavior training, as deemed appropriate by Pride Winnipeg.

If the investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser. When the investigation finds harassment occurred, the incident and the corrective action will be recorded in the harasser's personnel file.

Confidentiality

The organization and its managing members will not identify a complainant, an alleged harasser or any circumstances about a complaint, to anyone, except:

- When it is necessary in investigating a complaint
- If it is part of disciplinary action
- Where required by law

Retaliation

Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment, will be considered to have committed harassment and will be subject to corrective actions described previously.

Education

Pride Winnipeg Inc. commits to making sure all of its managing members learn about harassment and company's harassment policy.

Monitoring

The By-Laws and Policy Committee will monitor this policy and make adjustments whenever necessary. If you have any concerns about this policy, please bring them to the attention of the chair of the By-Laws and Policy Committee of Pride Winnipeg Inc.

No record of the complaint, investigation or decision will go in the employee's personnel file if the complaint was made in good faith. Any unfavorable work review or comments that were placed in the complainant's personnel file because of the harassment will be removed from the file.

DATE	AMENDED BY	APPROVED BY	VERSION NUMBER
January 9, 2014	HR Director		