

## Preamble:

The Respectful Workplace policy is applicable to all volunteers and contracted service providers of Pride Winnipeg Festival Inc.

## Policy Statement:

All Volunteers are entitled to a respectful work environment free of disrespectful behavior including discrimination, harassment, sexual harassment, personal harassment and workplace violence.

## Procedures:

### 1. Board Responsibility

- 1.1 As far as is reasonably practical, provide a workplace free of disrespectful behaviour and hold volunteers in violation of this policy accountable.
- 1.2 Develop, implement and communicate fair and timely procedures which address allegations or concerns in regard to disrespectful behaviour and which incorporate:
  - 1.2.1 The process by which volunteers may raise a concern, how the concern will be handled, and how the results of the process will be communicated back to the parties including the Volunteer(s) involved.
  - 1.2.2 Measures to ensure that all concerns are treated confidentially including the name of the complainant(s) and respondent(s) or the circumstances to any person except as necessary to investigate the complaint or as required by law.
  - 1.2.3 Occupational and Environmental Safety and Health Programs to eliminate or minimize the risk of violence in the workplace.
- 1.3 This Policy and associated procedures and guides shall be distributed to all volunteers and contractors of Pride Winnipeg Festival Inc.
- 1.4 New volunteers and contracted service providers of Pride Winnipeg Festival Inc. shall be required to acknowledge with signature that they have read and understand this policy and associated procedures prior to fulfilling their role/contract.
  - 1.4.1 Contractors/suppliers that will have close interaction with Organization volunteers will be required to review and sign this policy.
  - 1.4.2 Contractors/suppliers that will have limited interaction with Organization volunteers will be provided a copy of the policy and asked to review and abide by it.
  - 1.4.3 Contractors/suppliers that only interact with a limited amount of Organization volunteers and not face-to-face will not be required to review this policy.

### 2. Volunteer/Contractor Responsibility

- 2.1 Treat others respectfully
- 2.2 Report Disrespectful Behaviour using the procedures established pursuant to this Policy and shall respect the confidentiality of all parties involved.
- 2.3 This Policy does not prevent volunteers from exercising any other legal right including the filing of a complaint with the Manitoba Human Rights Commission pursuant to the provisions of *The Manitoba Human Rights Code* respecting discriminatory practices or of the right to refuse unsafe work pursuant to The Workplace Safety and Health Act.

2.4 Anyone filing a frivolous complaint or complaint made in bad faith, or anyone who retaliates against a person who makes a complaint or is involved in an investigation as a witness is subject to disciplinary action.

3. Supervisor Responsibility:

3.1 Each supervisor shall foster a safe working environment free from disrespectful behaviour and shall ensure that situations of alleged or potential disrespectful behaviour are dealt with in accordance with this policy and associated procedures regardless of whether or not a volunteer complaint has been made.

3.2 Supervisors shall advise Human Resources of all complaints made pursuant to this Policy.

4. Effect of Complaint on Other Proceedings:

This Policy in no way prevents volunteers from exercising any other legal rights available to them under any other process or law and specifically, volunteers have continued and full access to raise concerns and/or file complaints with The Manitoba Human Rights Commission.

## DEFINITIONS

1. **Volunteers:** All persons volunteering their services for Pride Winnipeg Festival Inc.
2. **Disrespectful Behaviour:** Actions or comments that are inappropriate, demeaning or otherwise offensive behaviour intended or unintended that creates an uncomfortable, hostile and or intimidating work environment. disrespectful behaviour may be found to have taken place in and outside the workplace, and or areas where Pride Winnipeg Festival Inc. business occurs. Types of behaviour considered disrespectful include but are not limited to:

2.1 Discrimination: as defined in the *Manitoba Human Rights Code*, the differential treatment of an individual or group on the basis of a Protected Characteristic rather than on personal merit.

2.2 Harassment: as defined in the *Manitoba Human Rights Code*, a course of offensive and unwelcome conduct or comment made on the basis of a Protected Characteristic.

2.3 Sexual Harassment: as defined in the *Manitoba Human Rights Code*, either:

2.3.1 A series of objectionable and unwelcome sexual solicitations or advances; or,

2.3.2 A single sexual solicitation or advance if it is made by a person who is in a position to confer a benefit on, or deny a benefit to the recipient of the solicitations or advance, if the person making the advance knows or ought to reasonably know that it is unwelcome; or,

2.3.3 A reprisal or threat of reprisal for rejecting a sexual solicitation or advance.

2.4 Personal Harassment: while not constituting Discrimination, harassment or sexual harassment under the *Manitoba Human Rights Code*, a course of behaviour that is not respectful toward others with the intention to harm or be hurtful and which, without limitation includes:

2.4.1 Written or verbal abuse or threats;

2.4.2 Leering (suggestive staring) or other offensive gestures;

- 2.4.3 Patronizing or condescending behaviour;
  - 2.4.4 Humiliating volunteers in front of co-workers
  - 2.4.5 Abuse of authority that undermines job performance or threatens a development path; or,
  - 2.4.6 Bullying
  - 2.4.7 Cyber bullying
  - 2.4.8 Disrespectful internet postings
- And which, in addition to the protected characteristics listed below, includes an individual's weight and/or size.
- 2.5 Workplace Violence: any act that results in injury or threat of injury, real or perceived, by an individual, including but not limited to:
- 2.5.1 Acts of aggression
  - 2.5.2 Verbal or written threats
  - 2.5.3 Vandalism of personal property
3. **Disrespectful Behaviour does not include:** consensual banter or consensual romantic relationships; exercising appropriate management authority and responsibility including performance and attendance management, providing direction or instruction, operational change, coaching, counseling, and/or discipline by a supervisor.
4. **Protected Characteristics:** as defined in the *Manitoba Human Rights Code* includes:
- 4.1 Ancestry, including colour, and perceived race;
  - 4.2 Ethnic background & national origin;
  - 4.3 Sex, including pregnancy, the possibility of pregnancy or circumstances relating to pregnancy;
  - 4.4 Sexual orientation and gender-determined characteristics;
  - 4.5 Age;
  - 4.6 Religion or creed, or religious belief;
  - 4.7 Marital or family status;
  - 4.8 Source of income;
  - 4.9 Political belief, activities or associations; and,
  - 4.10 Physical or mental disability or related characteristics or circumstances.
5. **Complainant:** The person reporting an incident of potential disrespectful behaviour including volunteers, event attendees or members of the public.
6. **Respondent:** The person alleged to have committed the disrespectful behaviour including volunteers, event attendees or a member of the public. If the respondent is an event attendee or member of the public, it is recognized that the respondent's participation in any process pursuant to this policy will be voluntary and cannot be mandated.

**REFERENCES:**

The Manitoba Human Rights Code

The Labour Relations Act (Manitoba)

The Workplace Safety And Health Act (Manitoba)

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