

Introduction:

Rusk Ranch Nature Center (RRNC) recognizes it is the right of every employee and volunteer to be able to attend work and to perform their duties without being subjected to any form of harassment.

Equally, it is the obligation and responsibility of every employee and volunteer to ensure that the workplace is free from harassment.

Policy:

RRNC will not tolerate harassment under any circumstances. Responsibility lies with every board Member, Volunteer, Manager, Supervisor and employee to ensure that harassment does not occur. Conduct constituting harassment includes harassment because of race, gender, religion, national origin, gender orientation, age and disability.

The principles set out in this policy are intended to apply to any work-related context, including conferences, work functions, social events, volunteer events and business trips.

No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of harassment.

A breach of this policy will result in disciplinary action. Depending upon the severity of the case, consequences may include apology, counseling, transfer, demotion, dismissal, or other forms of disciplinary action deemed appropriate.

RRNC strongly encourages any employee who feels they have been harassed to take action, preferably by making it clear that such behavior is unwelcome and offensive; alternatively, or in addition, follow the procedures for reporting the behavior.

Any reports of harassment will be treated seriously and promptly with sensitivity and complete confidentiality.

No employee or volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimizes or retaliates against a person who has complained of harassment or against any employee or volunteer who has been alleged to be a harasser.

Definitions:

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome conduct of a sexual nature that makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of Sexual Harassment could include but are not limited to:

- Intrusive enquires into an employee's private life;
- Reference to their sexuality or physical appearance;
- Unwanted body touching or physically molesting a person;
- Standing too close;
- Excessively lengthy handshakes;
- Unwanted brushing against another's body;
- Indecent exposure;
- Sexual assault
- Obscene, suggestive or offensive communications, including electronic mail
- Pornographic or offensive posters, handouts or screensavers;
- Sexual jokes or anecdotes;
- Leering or staring
- Unwanted sexual compliments or excessive flirting.

PROCEDURE

HARASSMENT PROCEDURE

Adopted by the Board of Directors on June 3, 2010

Complaint Process

Harassment can occur at any level of the organization, can be experienced by both men and women and may involve a co-worker, volunteer, Supervisor, Manager, service provider, client or customer. Lack of intent is no defense in harassment cases.

Employees or volunteers who believe they are the subject of harassment should take firm, positive and prompt action.

If deemed appropriate, the employee or volunteer should make the perceived harasser (s) aware that they find their behavior offensive, unwelcome, unacceptable, and that it needs to stop immediately.

If the behavior continues, or if the employee or volunteer feels unable to speak to the person(s) directly, they should contact their Supervisor/Manager or the Board President. Alternatively, an employee or volunteer may contact another Manager or Board Member with whom they feel comfortable. The Manager will provide support; ascertain the nature of the complaint and the wishes of the complainant and report to the Board President. The complainant does not have to request a full formal investigation if they will be satisfied by less formal treatment of the issue.

The Manager will explain the employee or volunteer’s rights and responsibilities under Company policy, procedures and EEO/anti-discrimination legislation. The respondent will be made aware of the allegations being made against them and given the right to respond. This procedure will be complete when the alleged harasser respects the individual’s request to cease unwanted and unwelcome behavior. The Board may take whatever action deemed necessary including:

- Counseling;
- Disciplinary action against the harasser (e.g., demotion, transfer, suspension, probation or dismissal);
- Official warnings that are noted in the harasser’s personnel file;
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious;
- Formal apologies and undertaking that the behavior will cease;
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;
- Reimbursing any costs associated with the harassment;
- Re-crediting any leave taken as a result of the harassment.

PRINT:

Date _____

Name _____

SIGN:

Signature _____