

PREVENTING WORKPLACE BULLYING, DISCRIMINATION, HARASSMENT AND VIOLENCE POLICY			
	General Policy and Procedures	Policy No.	HSE 2-012
Section	Health and Safety	Original Date	July 24, 2023
Subject	Preventing Workplace Bullying, Discrimination, Harassment and Violence		
Issued to	All Employees	Publish Date	October 10, 2023
Issued by	Health and Safety/Human Resources	Page	1 of 6
		Review	Annual

1.0 POLICY

Cantiro is committed to providing a physically safe, emotional healthy, and supportive work environment in which all people respect one another and work together to achieve common goals.

Cantiro will not tolerate any type of bullying, discrimination, harassment, threats or violence within our workplaces, or in relation to any work-related activities or social events. Cantiro will take all reasonable precautions and measures against any internal and/ or external threats of discrimination, harassment, and violence.

2.0 PURPOSE

The purpose of this policy is to:

- 1) Enhance awareness of the rights and responsibilities of Cantiro suppliers, clients, residents, family members, supervisors, employees, volunteers, contractors, and any other person acting on behalf of Cantiro who are subjected to, or who become aware of, workplace bullying, discrimination, harassment, and violence.
- 2) Establish processes for response when employees and others are victims of abuse or harassment, including reporting, investigating, documentation and follow-up action.
- 3) Raise awareness of proper codes of conduct for employees and others when dealing with workplace issues of bullying, discrimination, harassment, and violence.
- 4) Affirm Cantiro's position on its responsibilities to resolve workplace bullying, discrimination, harassment, and violence up to and including termination.

3.0 SCOPE

All persons in the service of Cantiro, whether by employer-relationship, employee, independent contractor, supplier, student, volunteer, or visitor are required to adhere to this policy.

4.0 POLICY APPLICATION

Cantiro recognizes the potential for workplace bullying, discrimination, harassment, or violence and will make every reasonable effort to identify all potential sources of bullying, discrimination, harassment and/or violence to minimize and eliminate the risks.

When incidents of bullying, discrimination, harassment, or violence are reported, Cantiro is committed to:

- 4.1** Investigating reported incidents of discrimination, harassment and violence in an objective and appropriate manner.
- 4.2** Start investigations within 72 hours of receiving an incident report.

4.3 taking necessary action.

4.4 providing appropriate support for victims.

In support of the above, we have put in place a detailed set of procedures to investigate incidents. Cantiro will review policies, procedures, and preventative plans continuously, and at every three (3) years, or more often if there is an incident of bullying, discrimination, harassment, and violence or if the health and safety committee or representative requests a review.

5.0 GUIDING PRINCIPLES

- Cantiro encourages employees and others to work through conflict directly with one another in a respectful manner seeking to resolve and diffuse conflict at the appropriate level. Where this is not possible, employees and others should seek the assistance of a supervisor, manager, director or VP.
- Bullying, discrimination, harassment, and violence in any form erodes the mutual trust and confidence that are essential to Cantiro's mission, vision, and values. Disrespectful workplace behaviours and attitudes are unacceptable.
- Everyone is obligated to uphold this policy and to work together to prevent workplace bullying, discrimination, harassment, and violence.
- Intentionally making false, bad faith, or malicious allegations may result in disciplinary action, up to and including termination of employment.
- Retaliation against an employee who reports an incident of workplace bullying, discrimination, harassment, and violence will be investigated by Cantiro management, with support from Human Resources, and may lead to disciplinary action up to and including termination of employment.
- This bullying, discrimination, harassment, and violence prevention policy does not discourage an employee from exercising the employee's right under any other law, including the Alberta Human Rights Act.

6.0 DEFINITIONS

For the purpose of this policy:

Note: *No definitions in this policy can adequately describe every bullying, discrimination, harassment, and violence situations but gives examples and guidelines to provide context to the spirit of this policy.*

6.1 Workplace Bullying is a persistent pattern of mistreatment from others in the workplace that causes either physical or emotional harm. It can include such tactics as verbal, nonverbal, psychological, and physical abuse, as well as humiliation that when all taken together negatively impacts others.

Workplace bullying can involve sexual harassment and discrimination. Because workplace bullying is often psychological, it can be hard to recognize. The most harmful forms of bullying are usually subtle rather than direct, and verbal rather than physical.

Bullying can occur in a variety of contexts and forms; it is often characterized by:

- Repetition (occurs regularly)
- Duration (is enduring)
- Escalation (increasing aggression)
- Power disparity (the target lacks the power to successfully defend themselves)
- Attributed intent
- Rudeness and hostility that disrespects the target

- Threats and intimidation, including the abuse of power
- Deliberate acts that interfere with the target's work

Bullying is defined as:

- spreading rumours and gossip
- making offensive jokes or comments, verbally or in writing
- using insults or put downs
- blaming, scolding, criticizing, and belittling
- excluding or isolating
- intimidating by standing too close or making inappropriate gestures
- making unreasonable demands, constantly changing guidelines, setting impossible deadlines, and interfering with work
- discounting achievements and stealing credit for ideas or work
- disciplining or threatening job loss without reason
- withholding information or giving the wrong information
- taking away work or responsibility without cause
- blocking requests for training, leave or promotion
- using offensive language or yelling and screaming
- pestering, spying, stalking, or tampering with personal belongings and equipment
- physically abusing or threatening abuse
- cyber bullying (through texts, emails, social media, etc.)

Bullying is not:

- enforcing Cantiro workplace policies and procedures
- evaluating or measuring performance
- providing constructive feedback
- denying training or leave requests with good reason
- discussing disciplinary action in private
- dismissing, suspending, demoting, or reprimanding with just cause

6.2 Discrimination is the act of making unjustified distinctions between human beings based on the groups, classes, or other categories to which they are perceived to belong. People may be discriminated on the following prohibited grounds:

- | | | |
|---------------------|-----------------------|--------------------|
| • Race | • Gender expression | • Place of origin |
| • Religious beliefs | • Physical disability | • Marital status |
| • Colour | • Mental disability | • Source of income |
| • Gender | • Age | • Family status |

Discrimination has occurred if:

- someone is refused a job, promotion, or a training opportunity because of resistance to harassment based on any of the grounds listed above.
- someone is refused a place to live or denied services normally provided to members of the public based on any of the grounds listed above.
- the harassment causes an unfavourable influence on decisions affecting job performance; or
- the harassment is insulting or intimidating.

6.3 Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a employee, or adversely affects

the employee's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

6.4 Sexual harassment – includes offensive or humiliating behaviour that is related to a person's gender, as well as behaviour of a sexual nature that creates an intimidating, embarrassing, unwelcome, hostile, or offensive work environment, or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

Some examples of harassment include:

- unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics
- unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a sexual relationship)
- displays of sexually explicit, sexist, racist, or other offensive or derogatory material.
- written or verbal abuse or threats
- practical jokes that embarrass or insult someone
- leering (suggestive staring) or other offensive gestures
- unwelcome physical contact, such as patting, touching, pinching, hitting.
- patronizing or condescending behaviour
- humiliating in front of co-workers
- abuse of authority that undermines someone's performance or threatens her or his career.
- vandalism of personal property; and/or
- physical or sexual assault

6.5 Workplace Violence

Examples of workplace violence include the following:

- Threatening behaviour such as shaking fists, destroying property or throwing objects
- Verbal or written threats (any expression of intent to cause harm)
- Physical attacks such as hitting, shoving, pushing, or kicking.
- Violence and harassment can come from anyone in the workplace and be directed at anyone. It can be subtle or overt.

Violence and/or abuse may be deliberate or unintended. The test is whether a reasonable person knows, or ought to know, that the behaviour would be considered unwelcome or inappropriate by the recipient.

It may be a single event or may involve a continuing series of incidents. It may involve the abuse of authority or position, or it may involve relations among co-workers and affiliated personnel. Violence and/or abuse can victimize both men and women, and may be directed by or towards employees, clients, and members of the public. The onus is on the Cantiro employees experiencing the discrimination or harassment to initially inform the harasser that the behaviour is unwelcome. Should they feel uncomfortable with the situation, they are encouraged to solicit the support of their direct Manager and/or Supervisor and/or Human Resources.

NOTE: Reasonable action taken by the employer relating to the management and direction of employees or the workplace is not workplace harassment. Such reasonable action may include, but is not limited to, conduct or performance discussions/evaluations based on work performance; imposition of appropriate discipline; a request or directive to do something that a reasonable person would consider as relevant to a job function; or denial of request for time off.

6.6 Employee Responsibilities

- Foster a safe working environment that eliminates or minimizes the potential for bullying, discrimination, harassment and/or violence.
- Treat all employees at work, and while participating in work related activities, with dignity and respect.
- Participate in workplace bullying, discrimination, harassment and/or violence prevention and education programs.
- Participate in worksite risk assessments and implement controls and procedures to eliminate or control the associated risk.
- Practice principles of prevention by being familiar with, and following, the procedures that are in place to protect them and others from workplace violence or harassment.
- Report all incidents of workplace violence or harassment experienced or observed to their manager and human resources immediately; or through Concernline@cantiro.ca, if appropriate or required.
- To ensure a safe and positive work environment, we may require employee participation in an investigation and the resolution of matters involving workplace bullying, discrimination, harassment and/or violence; maintain confidentiality where appropriate.
- Refuse the right to work if imminent danger is present.

6.7 Shared Responsibilities

- Maintain confidentiality, where appropriate, during discrimination, harassment, and violence investigations.
- Participate in post incident debriefing sessions, as required or appropriate.
- Provide moral support and empathy to those involved in workplace bullying, discrimination, harassment and/or violence.

6.8 Education & Training

Cantiro education and training will focus on:

- Communicating the organization's policy and procedures related to workplace bullying, discrimination and harassment, and violence.
- Instructing workers on how to recognize workplace abuse and harassment bullying, discrimination and harassment, and violence.
- Ensuring that individuals know how to report incidents of workplace bullying, discrimination and harassment, and violence.
- Review and update training materials for preventing workplace bullying, discrimination and harassment, and violence regularly to align with Occupational Health and Safety Act or code in consultation with the internal OHS Committee.

7.0 REFERENCES and RELATED POLICIES

7.1 Alberta Human Rights Act <http://www.gp.alberta.ca/documents/Acts/A25P5.pdf>

7.2 Alberta Occupational Health and Safety Act:

<http://www.qp.alberta.ca/documents/Acts/002P1.pdf>

7.3 [HR 1-005 Workplace Bullying, Discrimination, Harassment and Violence Investigation Procedure](#)

7.4 Investigator's Toolkit

7.5 Incident Reporting Process

7.6 Cantiro code of conduct

7.7 Cantiro Mission, Vision and Values

7.8 Cantiro Concern Line email: ConcernLine@cantiro.ca

Name: _____ (Signature of the highest management level)

Signature: _____

Date: _____