

## Respectful Workplace

### Purpose

Momentum is committed to a work environment where everyone is safe and treated with respect. Disrespectful behaviours including bullying, harassment and violence are not tolerated at Momentum. Momentum is committed to resolving reported incidents in an objective and timely manner, taking necessary action; and providing appropriate support.

### Scope

This policy applies to all staff members, contractors, subcontractors, Board members, volunteers, participants, donors, partners of Momentum as well as members of the general public who interact with Momentum representatives.

This policy applies to interactions at the workplace, including off-site work, at work-related events and outside the workplace if repercussions could adversely affect working relationships.

Disciplinary action in response to an incident may include termination.

### Policy

#### Authority

Overall authority for this policy rests with Momentum's Board of Directors. The Executive Director has specific responsibility to facilitate the communication and operation of this policy, including appropriate training and review.

All staff members, contractors, subcontractors, Board members, volunteers, participants, donors, and partners of Momentum are responsible for the success of this policy and should ensure that they take the actions required to make the policy effective and of optimal value to Momentum.

#### Definitions

*Stakeholders* includes staff members, contractors, subcontractors, Board members, volunteers, participants, donors, and partners of Momentum.

*Bullying* is a repeated pattern of negative behaviour aimed at a specific person or group.

*Harassment* is a form of discrimination that includes unwanted physical or verbal behaviour that causes offense or humiliation.

*Violence* means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm.

*Termination* means the ending of employment or contracting relationship, volunteer role, Board or Committee appointment, or program participation.

### **Unacceptable Behaviour**

Unacceptable behaviour means any single incident or repeated incidents of objectionable or unwanted conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation, or adversely affects the person's health and safety. This includes conduct, comments, bullying or action based on race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, source of income, marital status, family status, gender, gender identity, gender expression, sexual orientation, or any other ground that is protected under applicable human rights legislation.

### **Examples of Bullying or Harassment**

- Preventing a person from respectfully expressing themselves: yelling at them, threatening them, constantly interrupting them, or prohibiting them from speaking to others.
- Making rude, degrading or offensive remarks.
- Making gestures, remarks or other actions that seek to intimidate, taunt, ridicule or belittle.
- Engaging in reprisals for having made a complaint under this Policy.
- Discrediting the person by spreading malicious gossip or rumours, ridiculing them, humiliating them, calling into question their convictions or private life, or shouting abuse at them.
- Humiliation in front of others.
- Isolating the person by no longer talking to them, denying or ignoring their presence, or distancing them from others.
- Destabilizing the person by making fun of their beliefs, values, political and/or religious choices, and mocking their weak points.
- Unwanted physical contact.
- Unwanted sexual advances which may or may not be accompanied by threats or explicit or implicit promises.
- Display of pornographic, racist or other offensive pictures or materials.
- Threats including coercion.

### *Examples of what does not constitute harassment*

- Normal exercise of management's or a supervisor's right to manage such as the day-to-day management of operations, performance at work or absenteeism, the assignment of tasks, reference checks, and the application of progressive discipline, up to and including termination, constitute the legitimate exercise of management's authority.
- Conflict in itself, does not constitute harassment but could turn into harassment if no steps are taken to resolve the conflict.

- Work related stress in itself does not constitute harassment, but the accumulation of stress factors may increase the risk of harassment.
- Difficult conditions of employment, professional constraints, and organizational changes.
- A single or isolated incident such as an inappropriate remark or having an abrupt manner.
- A social relationship welcomed by both individuals.
- Friendly gestures among co-workers such as a pat on the back.

### **Examples of Violence**

- Physical acts (i.e., hitting, shoving, pushing, kicking, sexual assault).
- Threatening behaviour such as shaking fists, destroying property or throwing objects.
- Verbal or written threats that express an intent to inflict harm.
- Any other act that would arouse fear in a reasonable person in the circumstances (i.e., yelling, swearing).
- Domestic violence that enters in to the workplace.

### **Responsibilities**

All stakeholders shall:

- Act respectfully towards other individuals while at work or participating in any work-related activity.
- Promote a non-violent workplace.
- Refuse unsafe work.
- Work in compliance with this policy and the supporting procedures, including raising any concerns about harassment and to report any incidents of violence to the appropriate person, including if one is a witness to disrespectful behaviour.
- Ensure your own physical safety in the event of violence.
- Report incidents to the police if warranted.
- Complete an Incident Report if warranted.
- Use the resolution procedures outlined below.
- To cooperate with any efforts to investigate and resolve matters arising under this policy.

Managers and Supervisors shall:

- Develop workplace arrangements that minimize the risk of harassment and violence.
- Ensure that this policy is promoted with all stakeholders.
- Ensure stakeholders know who to contact regarding concerns about the policy or when reporting an incident.
- Ensure your own safety and that of others if an incident of violence occurs.
- Report incidents to the police if warranted.
- Complete an Incident Report if warranted.
- Ensure the safety, security and privacy of all parties involved during an investigation of matters arising under this policy.

The Executive Director will ensure this policy and the supporting procedures are implemented, maintained, and reviewed every 3 years at a minimum.

## **Resolution**

Momentum will investigate and take appropriate corrective actions to address all incidents and complaints of bullying, harassment or violence in a fair, respectful and timely manner.

Efforts will be made to protect confidentiality and respect the privacy of all those involved. Momentum will not disclose details of the incident, complainant, or alleged perpetrator or any witnesses except under certain circumstances. Only the minimum amount of personal information to inform workers of a specific or general threat of violence will be disclosed by Momentum when necessary.

False allegations are a serious offense. Where accusations are found to be false, disciplinary action may be taken against the person who made the accusation, up to and including termination.

Once an issue has been identified, Momentum reserves the right to pursue an investigation even if the complainant decides not to pursue the complaint.

No one will be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving bullying, harassment or violence.

This policy does not discourage exercising one's rights under any other law, including the [Alberta Human Rights Act](#).

## **Resolution Procedures for Momentum Staff Members**

Staff members are to use the procedures outlined in the Problem Resolution personnel policy to resolve issues or incidents. For illegal, fraudulent, or abusive actions, staff members may use the [Whistleblower procedures](#) available on the Momentum website.

## **Resolution Procedures for Other Stakeholders**

Contractors, Board members, volunteers, participants, donors, and partners of Momentum or members of the general public are to use the [Whistleblower](#) or [Feedback & Complaints procedures](#) available on Momentum's website.