

## **Springbank Park For All Seasons (SPFAS) Employee Harassment & Violence Prevention Policy Approved by SPFAS Board of Directors – December 16, 2019**

### **Effective December 16, 2019**

**Background:** SPFAS, incorporated under the *Agricultural Societies Act*, is a community-based, not-for-profit Society organized to promote and encourage educational, cultural, athletic, recreational and community endeavours at its two facilities, the Springbank Park For All Seasons and the Springbank Lions Soccer Park. SPFAS strives on an ongoing basis to monitor, review and enhance the implementation of safety measures that have been put in place to protect everyone who comes to SPFAS, including those who are employees of the Society. SPFAS also strives on an ongoing basis to provide a healthy work environment for the Society's employees, one that is free of harassment and violence. SPFAS is committed to providing such a work environment for the Society's employees pursuant to related guidelines established by the Alberta Human Rights Commission and corresponding legislation enacted by the Province of Alberta.

**Principles:** SPFAS continually strives to ensure that all employees who come to the Society's facilities are working in a safe environment that is free of harassment and violence.

SPFAS is committed to implementing 6 principles, along with related practices, on an ongoing basis that are intended to prevent employees from being subject to harassment and/or violence in the workplace. These principles and practices also are intended to address any acts of harassment and/or violence against employees which may occur in the SPFAS workplace. In conjunction with doing so, SPFAS utilizes definitions, and also references to related examples of employees being subject to harassment and violence, that are provided by the Alberta Human Rights Commission and the Province of Alberta.

**1. Acts of Harassment:** The first principle and key element of preventing employee harassment in the SPFAS workplace is understanding what it is, how it is defined and, accordingly, what will not be tolerated. SPFAS defines employee harassment and related unacceptable actions as does the Alberta Human Rights Commission (with reference to the Alberta Human Rights Act):

*Harassment that is covered under the [Alberta Human Rights Act](#) occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, gender identity, gender expression, physical*

*disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Alberta human rights law prohibits workplace harassment based on these grounds. Harassment that is not linked to one of these protected grounds is not covered under the Act. The behaviour need not be intentional in order to be considered harassment. Examples of harassment that will not be tolerated by SPFAS include verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any employee's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. SPFAS also will not tolerate the display of pornographic, racist or offensive signs or images, offensive jokes based on race, gender or other grounds protected under the Act that result in awkwardness or embarrassment, and unwelcome invitations or requests, whether they are indirect or explicit.*

**2. Acts of Sexual Harassment:** The second principle and key element of preventing employee harassment in the SPFAS workplace is specifically focused on understanding what sexual harassment is, how it is defined and, accordingly, what will not be tolerated. SPFAS defines sexual harassment and related unacceptable actions as does the Alberta Human Rights Commission (with reference to the Alberta Human Rights Act):

*The Alberta Human Rights Act prohibits discrimination based on the ground of gender. Protection from sexual harassment is included under the ground of gender. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:*

- 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or*
- 2. submission to, or rejection of, such conduct by an individual affects that individual's employment.*

*Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. All harassment is offensive and, in many cases, harassment may intimidate others. This harassment is not tolerated \_\_\_\_\_ by \_\_\_\_\_ SPFAS.*

**3. Acts of Violence:** In addition to being committed to not allowing any type of employee harassment in the workplace, SPFAS is also committed to implementing measures on an ongoing basis that prevent employees from being subject to acts of violence. The third principle and key element pertains to preventing violence in the SPFAS workplace. Unacceptable acts of violence are defined by the Province of Alberta, as well as by SPFAS, as follows:

*Violence, whether at a work site or work related, is defined as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. It can include:*

- physical attack or aggression*
- threatening behaviour*
- verbal or written threats*
- domestic violence*
- sexual violence*

*Domestic violence becomes a workplace hazard when it occurs or spills over into the workplace. It may put the targeted worker at risk and may pose a threat to coworkers.*

*Employers must take reasonable precautions to protect affected workers if they are likely to be exposed to domestic violence at a work site.*

*Sexual violence as a workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to the victim, in a workplace or work-related setting.*

*Sexual violence exists on a continuum from obscene name-calling to sexual assault and/or homicide. It includes online form of sexual violence, such as internet threats and harassment, and sexual exploitation.*

**4. Joint Responsibilities:** The fourth principle and key element associated with preventing harassment and violence in the workplace involves SPFAS as the overall employer, SPFAS management as the supervisors of all employees, as well as all SPFAS employees, understanding their joint and mutual responsibilities to strive to ensure that the SPFAS workplace is free of any types of harassment and violence (as are outlined above). This principle and key element also involve SPFAS as the overall employer, along with SPFAS management and all SPFAS employees, mutually recognizing and understanding their joint responsibilities to address any actions of harassment and/or violence that may occur in the SPFAS workplace. As the roles of the employer and individual employees continue to evolve and change, the specific duties and obligations to address harassment and violence in the SPFAS workplace include, but are not limited to:

- SPFAS as the overall employer ensuring that workers are not subject to, or participate in, acts of harassment or violence in the workplace;
- Management, as the supervisors of employees, ensuring that workers under their supervision are not subject to acts of harassment or violence in the workplace;
- All employees refraining from causing, or participating in, acts of harassment or violence.

**5. Procedural Support:** The fifth principle and key element associated with preventing acts of harassment and violence in the workplace involves the preparation, distribution and implementation of procedures that safeguard and protect SPFAS employees from these acts. Commencing in January of 2020, SPFAS management will prepare, distribute and implement procedures that pertain to:

- **Assisting Employees to Address Unacceptable Acts:** Assist employees with respect to how they can proceed with addressing any acts of harassment and/or violence that they consider to have personally experienced in the SPFAS workplace;
- **Filing Complaints:** Establish a complaint process that SPFAS employees can utilize to report any acts of harassment and/or violence that they consider they have personally

incurred in the SPFAS workplace to SPFAS management, or to the SPFAS Board, or to external organizations;

- Conducting Hazard Assessments: Identify how SPFAS management will conduct hazard assessments of the SPFAS workplace in order to take preventative actions that assess risks and also either eliminate or mitigate these risks of SPFAS employees being subject to acts of harassment and/or violence in the SPFAS workplace; These assessments will focus on preventing acts of harassment and/or violence being committed by SPFAS employees, as well as by other individuals who come to SPFAS;
- Preparing Prevention Plans: Develop SPFAS prevention plans that include preventative actions to be taken to either eliminate or mitigate the risks of SPFAS employees being subject to acts of harassment and/or violence in the SPFAS workplace;
- Preparing Training Plans: Develop SPFAS training plans that assist employees in their efforts to recognize the hazards of workplace harassment and violence, recognize related signs of danger, as well as understand what to do to address acts of harassment and/or violence (including how to report them);
- Investigating and Reporting: Develop investigative and reporting processes that SPFAS utilizes to:
  - (i) Review any allegations and/or actual acts of harassment and/or violence committed against SPFAS employees;
  - (ii) Take specific actions that address both allegations and/or actual acts;
  - (iii) Prevent similar allegations and/or actual acts from happening in the future within the SPFAS workplace;
  - (iv) Prepare investigative reports that outline the circumstances of incidents of harassments and/or violence committed against SPFAS employees along with the corrective actions taken by SPFAS;
- Establishing a Records Management System: Develop a records management protocol and file system that confidentially and securely retains the information obtained and compiled by SPFAS as a result of conducting investigations of alleged or actual acts of harassment and/or violence committed against SPFAS employees;
- Developing a Support Protocol: Develop a support protocol that assists employees who are affected by incidents of harassment and/or violence in the SPFAS workplace.

6. SPFAS Board & Management Leadership: The SPFAS Board of Directors and SPFAS management personnel are subject to a higher standard of conduct and expectations with respect to implementing this Policy and the related procedures than are SPFAS employees who

are not in management related roles. In addition, the SPFAS General Manager, the Administrative & Scheduling Coordinator and the Operations Supervisor all retain key managerial responsibilities with respect to consistently being positive, encouraging, respectful, friendly, professional, accessible, approachable, as well as not being intimidating or silent, as they provide their supervision, leadership and support to all SPFAS employees, regardless of whether these employees do or do not report directly to them. This type of leadership and supervision is vital and critical for ensuring that SPFAS employees who may want to speak to SPFAS management personnel about allegations and/or actual acts of harassment and/or violence committed against them in the SPFAS workplace feel that they can do so and are comfortable with doing so. Along with carefully listening to SPFAS employees who present their harassment and/or violence complaints, SPFAS management personnel also are required to:

- Take immediate and appropriate actions to report or deal with incidents of harassment and/or violence of any type, whether brought to their attention or personally observed;
- Never under any circumstances dismiss or downplay a complaint, nor inform an employee to personally and solely deal with an act of harassment and/or violence in the SPFAS workplace (without receiving support from SPFAS) ; Rather, show empathy to the complainant in conjunction with confirming that SPFAS will conduct a comprehensive review of the employee’s complaint;
- Ensure information presented by a complainant is fully recorded and documented;
- Seek any assistance that may be required with implementing SPFAS procedures for addressing harassment and/or violence in the workplace complaints.

## **Practical Application of Employee Harassment & Violence Prevention Policy**

SPFAS will:

- Post this Policy on the SPFAS website ([www.springbankpark.com](http://www.springbankpark.com));
- Distribute copies of this Policy to SPFAS employees; This includes reviewing it with current SPFAS employees, as well as ensuring new employees hired by SPFAS in the future will receive copies of it during the initial hiring process;
- Utilize information contained in the Province of Alberta’s (Employment and Immigration Department) Workplace Health and Safety Bulletin entitled “Preventing Violence and Harassment at the Workplace” to develop and prepare the procedures that support this Policy;
- Update this Policy and prepare related procedures on an ongoing basis commencing in 2020;

- Monitor Province of Alberta and Alberta Human Rights activities and updates to identify whether any changes are made to the Alberta Human Rights Act and, if so, to then determine how this Policy and the related procedures may need to be revised by SPFAS.

The SPFAS Board of Directors recognizes the importance of having this Policy in place and fully supports the implementation of the practical applications included in it as a part of the Society's overall efforts to provide a safe, healthy and respectful workplace for SPFAS employees.