

HUMAN RESOURCES

SECTION D

HUMAN RIGHTS IN THE WORKPLACE

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| Horizons Centre | <p style="text-align: right;">Section D: Human Rights in the Workplace Human Resources</p> |
| Policy D1: | Discrimination |
| Policy: | <p>Employment decisions will be based on merit, qualifications and abilities, and will not discriminate on the basis of race, colour, sex, national origin, age, disability or any other characteristics protected by law.</p> |
| Guiding Principle: | <p>Horizons Centre is an equal opportunity employer. In recognition of the Human Rights, Citizenship and Multiculturalism Act, the organization endeavours to provide equal employment and advancement opportunities to all individuals.</p> <p>Horizons Centre will provide for reasonable accommodations of qualified individuals with known disabilities unless doing so would create an undue hardship for the Agency. This policy governs all aspects of employment including: selection, job assignment, compensation, discipline, termination and access to benefits and training.</p> |
| Cross Reference | |
| Date Approved | January 22, 2008 |
| Revised Date | |

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| Horizons Centre | <p style="text-align: right;">Section D: Human Rights in the Workplace Human Resources</p> |
| Procedure D1: | Discrimination |
| Procedure: | <p>Employees who have witnessed, experienced or have concerns about any type of discrimination in the workplace:</p> <ul style="list-style-type: none"> • are encouraged to bring these items to the attention of their immediate supervisor • are encouraged to follow the Employee Concern Resolution Process <p>VIOLATIONS</p> <p>Anyone found to be engaging in any type of discrimination will be subject to disciplinary action, up to and including termination of employment.</p> |
| Date Approved | January 22, 2008 |
| Revised Date | |

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| Horizons Centre | <p style="text-align: right;">Section D: Human Rights in the Workplace Human Resources</p> |
| Policy D2: | Harassment |
| Policy: | Employees of Horizons Centre shall be free from harassment. |
| Cross Reference | |
| Date Approved | January 22, 2008 |
| Revised Date | |

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| Horizons Centre | <p style="text-align: right;">Section D: Human Rights in the Workplace Human Resources</p> |
| Procedure D2: | Harassment |
| Procedure: | <p>2.1 DEFINITION OF HARASSMENT</p> <p>Harassment is a form of discrimination which is prohibited by the Alberta Human Rights Act. Harassment occurs when one person subjects another to unwanted physical or verbal conduct on the basis of discrimination. Harassment includes:</p> <ul style="list-style-type: none"> • any unwanted/unnecessary physical contact • attention or demand that is likely to cause offense or humiliation or might, on reasonable grounds, be perceived by the employee as affecting employment or an opportunity for training or promotion • bullying • threats, intimidation or verbal abuse • whistleblowing • unwelcome remarks or jokes • displaying sexist, racist or other offensive pictures or posters • leering, sexually suggestive remarks, dirty jokes, requests or demands of a sexual nature • physical assault, including sexual misconduct <p>2.2 THE EMPLOYEE BEING HARASSED SHALL:</p> <ul style="list-style-type: none"> • tell the individual their behaviour is unwelcome and ask them to stop • keep a record of incidents (dates, times, locations, possible witnesses, what happened and response) • file a written complaint using Horizons Centre's Employee Concern Resolution Process • where criminal actions have occurred, report it to the police <p>2.3 INVESTIGATION OF SENSITIVE ISSUES</p> <p>a) Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem.</p> |
| Date Approved | January 22, 2008 |
| Revised Date | April 12, 2018 |

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| Horizons Centre | <p style="text-align: right;">Section D: Human Rights in the Workplace Human Resources</p> |
| Procedure D2: | Harassment (continued) |
| Procedure: | <p>2.3 INVESTIGATION OF SENSITIVE ISSUES (continued)</p> <p>b) The complainant and the individual accused of harassment will both be interviewed along with any individuals who may be able to provide relevant information. All information will be kept in confidence.</p> <p>c) If the investigation reveals evidence to support the complaint, the individual accused will be disciplined appropriately which may be up to and including dismissal. Information gathered will be secured in a sealed envelope and filed in the employee’s personnel file.</p> <p>2.4 DOCUMENTATION</p> <p>If the investigation fails to find evidence to support the complaint there will be no documentation concerning the complaint placed in the personnel file of the alleged harasser.</p> <p>Documentation will be placed in the complainant’s file, in a secured envelope, whether the complaint is upheld or not.</p> <p>2.5 PROTECTION</p> <p>Regardless of the outcome of a harassment complaint, made in good faith, the Agency will take all reasonable measures to ensure that the employee lodging the complaint, as well as anyone providing information, is protected from any form of retaliation by either co-workers or superiors. This includes demotion, unwanted transfer, denial of opportunities within the Agency, as well as harassment of the individual as a result of having made a complaint or having provided evidence regarding the complaint.</p> <p>2.6 VIOLATION</p> <p>Any such action will be subject to investigation and, if proven, subject to disciplinary action.</p> |
| Date Approved | January 22, 2008 |
| Revised Date | April 12, 2018 |