

Anti-Harassment Policy & Procedures

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The logo for CFUZ, consisting of the letters 'C', 'F', 'U', and 'Z' in a bold, white, sans-serif font, set against a solid orange rectangular background.

Peach City Community Radio Society

Anti-Harassment Policy and Procedures

1. Policy Statement

Peach City Community Radio Society is committed to fostering a harassment-free workplace where all employees and volunteers are treated with respect and dignity.

We know that our station is stronger when our membership reflects the diversity of our community and we welcome the interest of people from a variety of cultures, ages, identities, orientations, and abilities.

This policy promotes a responsible workplace that recognizes and welcomes differences, promotes diversity, encourages ongoing communication and engagement and requires those in positions of authority as well as employees and volunteers to address discrimination and harassment from the outset.

The Canadian Human Rights Act protects employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Harassment at Peach City Community Radio Society is not tolerated. Employees or volunteers who are found to have harassed another individual may be subject to disciplinary action. This includes any employee or volunteer who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

2. Application

This policy applies to all current employees and volunteers of Peach City Community Radio Society, including full and part-time, casual, contract, permanent and temporary employees as well as individuals working on a volunteer basis. This policy also applies to job applicants.

This policy applies to all behaviour that is in some way connected to both paid and unpaid work, including during off-site meetings, training and on business trips.

3. Definitions

Harassment is:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job, employment or volunteer opportunities.

4. Responsibilities and Expectations

Peach City Community Radio Society is responsible for:

- providing all employees and volunteers a harassment-free workplace both in the studio and at off-site events.

The *President* of Peach City Community Radio Society (referred to in the rest of this document as the President) is responsible for:

- ensuring that this policy is applied in a timely, consistent and confidential manner;
- determining whether or not allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated.

The *Vice President* of Peach City Community Radio Society (referred to in the rest of this document as the Vice President) is responsible for:

- the administration of this policy;
- reviewing this policy annually, or as required; and
- making necessary adjustments to ensure that this policy meets the needs of our organization.

In the event that the President or Vice President are implicated in a harassment complaint, they will recuse themselves and another director on the board of directors of Peach City Community Radio Society will take on their responsibilities with regards to the complaint.

Supervisors and Volunteer Coordinators are responsible for:

- fostering a harassment-free work environment and setting an example about appropriate workplace behaviour;
- communicating the process for investigating and resolving harassment complaints made by employees or volunteers;
- dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
- taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate; and
- ensuring harassment situations are dealt with in a sensitive and confidential manner.

Employees and volunteers are responsible for:

- treating others with respect in the studio and all offsite events;
- reporting harassment to the Vice President;
- cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

Employees and volunteers can expect:

- to be treated with respect at Peach City Community Radio;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

5. Procedures for Addressing a Harassment Complaint

Filing a Complaint

An employee or volunteer who believes that they are experiencing discrimination or harassment should:

- promptly and respectfully make their unease/disapproval known to the alleged offender;
- engage in a discussion which offers the alleged offender the opportunity to provide an explanation or apology, or to resolve the issue cooperatively;
- inform the Vice President;
- use informal, conflict resolution techniques that can, in many instances, help to resolve the situation and prevent it from escalating to the point where written allegations are necessary;
- if necessary, file a harassment complaint by contacting the Vice President. The complaint may be verbal or in writing. If the complaint is made verbally, the Vice President will record the details provided by the employee or volunteer.

The employee or volunteer who is alleged to have discriminated against or harassed someone should:

- listen to the person's unease/disapproval and not act defensively or minimize the person's concerns;
- seek a resolution cooperatively by discussing with the other person(s);
- get advice from the Vice President to promptly address the situation and keep a positive working relationship; and
- use the informal conflict resolution techniques that can in many instances, help to resolve a situation and prevent it from escalating further.

The employee or volunteer making the complaint should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the employee or volunteer from doing so.

The *Vice President* will tell the person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.

Every effort will be made to resolve harassment complaints within 14 days. The *President* will advise both parties of the reasons why, if this is not possible.

If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the President.

Interest Based Approach

Wherever appropriate and possible, the parties to the harassment complaint are encouraged to resolve the conflict using informal conflict resolution techniques as often as possible. This approach actively involves employees and volunteers early in resolving issues and gives all affected parties a significant role in the decision-making process that leads to solutions.

By using skills such as active listening and open communication, an interest based approach helps to resolve conflicts in a fair and immediate way.

- listening and understanding the interests and viewpoints of both parties is critical;
- all parties in conflict are involved in assessing the situation and finding a solution that works best for everyone;
- problems are resolved more quickly and the parties remain in control of the process;
- rebuilding trust and relationships is easier;
- a mutually satisfying solution is the typical result;
- problems are resolved more quickly and the parties remain in control of the process.

Mediation

Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation.

Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.

The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.

Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

Investigation

If an interest based approach or mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. All investigations will be handled by an individual who has the necessary training and experience. In some cases, an external consultant may be engaged for this purpose.

The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- a description of the allegations;
- the response of the person the complaint was made against;
- a summary of information learned from witnesses (if applicable); and
- a decision about whether, on a balance of probabilities, harassment did occur.

This report will be submitted to the President. Both parties to the complaint will be given a copy.

Substantiated Complaint

If a harassment complaint is substantiated, the President will decide what action is appropriate.

Remedies for the employee or volunteer who was harassed may include: an oral or written apology; compensation for lost wages; compensation for any lost employment benefits such as sick leave; and compensation for hurt feelings.

Corrective action for the employee found to have engaged in harassment may include: a reprimand; a suspension; a transfer; a demotion; and/or dismissal.

Corrective action for a volunteer found to have engaged in harassment may include: a reprimand and/or denial of further participation in volunteer activities and opportunities.

Both parties to the complaint will be advised, in writing, of the decision.

6. Other Redress

An employee or volunteer who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission or the BC Human Rights Tribunal.

7. Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a

harassment complaint to those that need to know.

Peach City Community Radio Society and all individuals involved in the harassment complaint process, will comply with all requirements of the British Columbia Personal Information Protection Act to protect personal information.

8. Review

Peach City Community Radio Society will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all employees and volunteers.

9. Enquiries

Enquiries about this policy and related procedures can be made to the Vice President.