



Workplace Harassment

The SGA/AGÉ does not tolerate or condone any degree of harassment by anyone associated with the SGA/AGÉ. It is the responsibility of all staff, and in particular management, to promote harassment free environments in the workplace.

PROCEDURE

The SGA/AGÉ believes in the prevention of harassment and promotes a harassment-free environment in which all people respect one another and work together to achieve common goals. Harassment is defined as any unsolicited or unwelcome interaction, which directly or indirectly affects or threatens to affect a person's job security, prospects of promotions or earnings, working conditions or opportunity to secure a position. Harassment can include such things as verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any of the prohibited grounds. Sexual harassment can include pinching, patting, rubbing or leering, dirty jokes, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature. The behavior need not be intentional in order to be considered harassment, but may be offensive and/or or intimidating. Such action may also engender fear or mistrust, and thereby compromise an individual's dignity or sense of self-worth. Any act of harassment committed by or against any employee, volunteer, child, or any other individual is unacceptable conduct and will not be tolerated.

The SGA/AGÉ is committed to investigating reported incidents of harassment in a prompt, objective, and sensitive manner taking necessary corrective action and providing appropriate support for victims. No individual shall be penalized in any way for making a complaint or giving evidence in a harassment investigation.

The test to determine whether harassment has occurred is two-fold:

- Whether a person knew or ought to have known that the behaviour would be considered unwelcome or offensive by the recipient
- The recipient found the behaviour offensive

If an individual(s) believes they are being harassed, they should:

1. Immediately make the individual(s) aware that the behaviour is unwelcome and ask him/her to stop.
2. Report the incident to his/her supervisor, manager or executive director.
3. The recipient should keep a record of the incidents in question, which may include:
 - Name(s) of the individual(s) in question
 - The date, place, and time the incident(s) occurred
 - Name(s) of any witnesses
 - The event(s) that led up to the incident(s) in question
 - Any particular reason why the event(s) occurred
 - The actual incident that led to a complaint
4. The confidentiality of the individuals concerned will be maintained. An investigation into the incident(s) will be undertaken immediately along with any additional steps necessary to resolve the problem. If the employee requires support or advice, they should contact their supervisor or executive director.
5. The complainant and the individual in question will both have individual interviews along with any individuals who may be able to provide additional and relevant information. Once all relevant information has been gathered, it will be reviewed with the appropriate departments to determine whether harassment has taken place. If the investigation reveals the occurrence of harassment or other unacceptable conduct appropriate disciplinary action, up to and including termination, will be taken and all documents will be placed on the offenders file.
6. If the complaint is towards a member of the Executive team, the member will be immediately asked to remove themselves from the office environment, with pay, until the board makes a decision at the next scheduled meeting.
7. The complainant will be advised of the results of the investigation and no reference to the incident will appear in their work record.
8. Should the investigate fail to find fault, all document will be destroyed and both parties will be notified of the results of the investigation.

All individuals also have the right to contact the Diversity, Equity and Human Rights Department on campus to file a complaint of harassment after the internal process has been completed, but may file during the process if the process is taking a long period of time.