

## **WORKPLACE HARASSMENT, ABUSE AND VIOLENCE**

As an employer, Pauktuutit is committed to ensuring a safe and healthy workplace for all employees. Pauktuutit recognizes the cross-cultural and diverse nature of its workplace and is committed to providing a workplace where all individuals are treated with fairness, equality, dignity and respect. This applies equally to the Board, staff, consultants, suppliers and all others who may have dealings with the organization.

Pauktuutit recognizes that harassment, whether based on race, creed, culture, colour, sex (gender), marital status, nationality, ancestry, language, place of origin, age, disability, family status, sexual and/or gender orientation or religion is discrimination and will not be tolerated in the workplace. Harassment also includes sexual harassment.

For the purposes of this policy, harassment, abuse and violence include, but are not limited to:

- threatening behaviour such as shaking fists or other non-verbal gestures, destroying property or throwing objects;
- verbal or written threats, including any expression of the intention to inflict harm;
- cyber-bullying;
- harassment including any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person, and that is known or would be expected to be unwelcome – this includes words, gestures, intimidation, bullying, or other inappropriate activities;
- verbal abuse such as swearing, insults and rude or condescending language;
- physical attacks such as hitting, shoving, pushing or kicking;
- rumours, gossip, pranks, arguments; and
- property damage, vandalism, sabotage, physical assaults, psychological trauma and anger-related incidents.

For the purpose of this policy, sexual harassment includes behaviour that may be verbal, physical, deliberate, unsolicited or unwelcome. It may be one incident or a series of incidents. Sexual harassment may include: verbal abuse or threats; unwelcome remarks, jokes, innuendos or taunting about a person's body, attire, age, sexual orientation, etc.; displaying of sexually explicit, or other offensive or derogatory pictures; practical jokes which cause awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit, or intimidation; leering or other gestures; unnecessary and/or unwanted physical contact such as touching, patting, pinching, punching and/or hugging.

Managers and supervisors are responsible for providing a work environment that is free from harassment, abuse and violence, and for communicating this policy to all employees under their supervision. This policy also reinforces the responsibility of managers and supervisors to demonstrate leadership in ensuring a work environment in which employees under their supervision conduct themselves appropriately. Nothing in this policy diminishes the responsibility of managers and supervisors to address inappropriate conduct in the workplace, regardless of whether a complaint has been made.

Board, staff, consultants, suppliers and all others who may have dealings with the organization are expected to comply with this policy by avoiding conduct that would reasonably be considered to be offensive and which may constitute harassment. Failure to comply with this policy may result in disciplinary or other action being taken.

The Chairperson of Pauktuutit's staff Health and Safety Committee (Chair) will be the initial contact for complaints related to this policy.

### **Procedures**

1. All staff will receive orientation and training about this policy and related procedures. From June 2010, all letters of offers of employment, including term positions, standing offers and contracts with consultants will clearly outline Pauktuutit's compliance with this legislation.
2. Any person can, and has the responsibility to, contact the Chair upon knowledge of inappropriate behaviour, whether a complaint has been made or not. The Chair will then advise the Executive Director of the situation.
3. The Chair will meet with each party/ies separately to document the facts of the matter. This documentation will contain only the relevant facts and not opinions, will be easily understandable, and signed and dated by the Chair and other party/ies. Parties will have the option of participating in this process in the language of their choice (written and verbal).
4. At this point, the existing conflict resolution procedure will be used to resolve the matter. This conflict resolution procedure is only applicable to matters involving Pauktuutit staff and/or Board members. Incidents involving third parties will be dealt with accordingly.
5. If the complaint involves the Executive Director, the relevant provisions of the conflict resolution procedure will apply. If the complaint involves the Chair, the initial contact person will be another member of the Health and Safety Committee. If the complaint involves both the Executive Director and Chair, Pauktuutit's Employee Assistance Program will facilitate the complaint resolution procedure.
6. In the event that a complaint is made against the Chair, another member of the Health and Safety Committee will assume the position of Chair until the matter is resolved.
7. Any incidents of a criminal nature, i.e. physical violence in the workplace, will be treated as such, and police will be contacted immediately.
8. Time will be of the essence in this process. Complaints are to be made promptly, and the resolution process will come into effect immediately.
9. This policy and related procedures will be posted on Pauktuutit's website.