

Anti-Harassment & Discrimination Policy

Policy #: 08

Approved:

Ratified:

Last Reviewed:

Review Schedule: Every four years

Date for Next Review: April 2028

Definitions

- **RPIRG** - the Regina Public Interest Research Group
- **Board** - the Board of Directors of RPIRG
- **Executive Director** - the senior employed employee of RPIRG
- **Directors** - Board members of RPIRG

Purpose

10 -(1) Purpose of Policy

- a. The purpose of this policy is to provide a foundation for how RPIRG will manage and respond to instances of harassment within the organization.

Applies to

10 -(2) Application of Policy

- a. This policy applies to:
 - i. RPIRG Directors
 - ii. RPIRG employees
 - iii. RPIRG contractors
 - iv. RPIRG volunteers
 - v. RPIRG members

Policy Clauses

10 -(3) Types & Impacts of Harassment

- a. RPIRG recognizes harassment as a type of violence.
- b. RPIRG will not tolerate any harassment, bullying, or discrimination within the workplace.
- c. Harassment may include, but is not limited to:
 - i. verbal aggression or yelling;
 - ii. verbal or written abuse or threats;
 - iii. the intentional use of physical force or power, threatened or actual;
 - iv. humiliating actions or practices;

- v. unwelcome and/or unsolicited comments regarding a person's practices and presentation, including those related to food, health, parenting, drugs, religion, and choice of profession;
- vi. using derogatory names;
- vii. insulting, derogatory or degrading comments, jokes, or gestures;
- viii. personal ridicule;
- ix. deliberate "outing" of any aspect of a person's identity without their consent;
- x. gossip that is malicious, dangerous, insulting, or otherwise harmful;
- xi. tone policing;
- xii. hazing;
- xiii. physical contact and/or simulated physical contact (such as textual descriptions in instant messaging or emails, e.g. "sending hugs") without consent or after a request to stop;
- xiv. unjustifiable interference with another's work or work sabotage;
- xv. refusing to work or co-operate with others;
- xvi. publication of non-harassing private communication;
- xvii. interference with or vandalizing personal property.
- d. Harassment and bullying does not include:
 - i. expressing differences of opinions and worldviews that do not perpetuate harmful attitudes about others;
 - ii. suggesting that others lack personal or lived experience in relation to their interpretation or perspective of a given situation;
 - iii. offering constructive feedback, guidance, or work-related advice about behaviour;
 - iv. reasonable action taken by supervisors relating to the management and direction of employees (such as counselling, managing a worker's performance, taking reasonable disciplinary actions, assigning work, and the implementation of disciplinary actions).
- e. RPIRG acknowledges that discrimination, harassment, and/or bullying has the potential to cause some, or all, of the following detrimental effects:
 - i. increased absenteeism due to disturbed sleep patterns, or a fear of going to work;
 - ii. a lack of productivity due to reduced concentration, confidence or morale;
 - iii. increased turnover as employees no longer want to work in the same place as their bully;
 - iv. an increased likelihood of illness or injury due to stress;
 - v. psychological effects that can turn into physical symptoms;
 - vi. substance dependency issues (increased use of alcohol or drugs);
 - vii. feelings of shock, anger, frustration, and/or vulnerability;
 - viii. panic or anxiety;
 - ix. clinical depression and possible suicidal thoughts.

10 -(4) Preventative Measures

- a. In pursuit of a harassment-free environment, the organization is committed to preventing and/or addressing any instances of harassment, including sexual harassment, by:
 - i. providing annual education and training in order to ensure that all employees understand their rights and responsibilities regarding harassment;
 - ii. ensuring that Directors and the Executive Director understand how to respond to incidents of harassment, including how to collect information, how to take action, how to deal with confidentiality, how to document, and how to keep records;
 - iii. methodically monitoring or adjusting systems for any barriers, including any barriers regarding any protected grounds laid out in the Saskatchewan Human Rights Code and Human Rights Policy;
 - iv. providing a complaints and investigation process, as outlined in the Code of Conduct Policy, that is fair, timely, and effective; and
 - v. ensuring to promote appropriate standards of conduct.

10 -(5) Reporting

- a. Information about how to report a breach of the anti-harassment and discrimination policy is outlined in the Code of Conduct Policy.
- b. RPIRG reserves the right to investigate any complaint of harassment, including those that are not formal complaints, such as public statements, informal conversations, social media discussions, et al.
- c. Any Directors or Executive Director who are aware, or who ought to reasonably be aware, that incidents of workplace harassment, bullying or discrimination are occurring or are thought to be occurring are obligated to take appropriate action to stop the offending behaviours and actions, even in the absence of a formal complaint.
- d. The organization shall take appropriate measures to ensure that employees, volunteers, members, and/or witnesses involved in filing the complaint are protected, as necessary. This may include temporary reassignments or shift changes. RPIRG shall ensure that these changes do not penalize any employee who brought forward a complaint, or any witness to the complaint.