

CREATIVE RETIREMENT MANITOBA RESPECTFUL WORKPLACE POLICY

Creative Retirement Manitoba seeks to provide a safe, healthy and respectful environment for its employees, members, instructors, and any other visitors. Every employee, member and visitor is expected to refrain from participating in behaviour that is, or could reasonably be perceived to be, disrespectful in nature. Disrespectful behaviour and harassment will not be tolerated.

For the purposes of the policy, this includes, but is not limited to, the physical work site, off site classrooms, CRM sponsored social events, or any other place where an employee is required to attend on behalf of the organization.

DEFINITIONS

A respectful environment is one that values diversity and inclusion, dignity of the person, courteous conduct, mutual respect, fairness and equality, positive communication between people and collaborative working relationships.

Harassment is any objectionable or offensive behaviour that is known, or ought to be reasonably known, to be unwelcome. It includes objectionable actions, comments or displays made on either a one-time or continuous basis that demean, belittle, intimidate, scare or cause humiliation or embarrassment.

The Manitoba Human Rights Code prohibits harassment in the workplace.

Harassment occurs when an employee is subjected to:

- Unwelcome comments or physical conduct based on race, colour, nationality, ethnic/national origin, gender, marital status, physical/mental disability, age, family status, source of income, religion, political belief, sexual orientation, physical size and weight
- Verbal or physical abuse, threats, derogatory remarks, jokes, insults, innuendo or taunts
- Unwelcome physical contact of a sexual nature, unwelcome invitations or requests whether indirect or explicit
- Displays of pornographic, racist or offensive signs or images
- Practical jokes that result in awkwardness or embarrassment

Offenders can be managers, instructors, members, and visitors. Harassment can take place electronically, such as text messages, social media, email or screen savers.

GRIEVANCE PROCEDURE

If you feel you are being harassed:

- Tell the harasser his/her behaviour is unwelcome and ask him/her to stop. Calmly explain how their behaviour is affecting or affected you and ask that the behaviour stop. The other person may not realize their behaviour has been offensive and the feedback may give them the opportunity to change their actions.
- Keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can help you remember details over time.
- If the harassment continues after asking the harasser to stop his/her behaviour, report the problem to one of the following individuals:
 - The Executive Director
 - The President if you feel the matter cannot be discussed with the Executive Director, if it involves the Executive Director, or if you are not satisfied with the way the Executive Director handled your complaint.

If for some reason you are unable to report harassment to someone at CRM you may also go directly to the Manitoba Human Rights Commission or, in the case of sexual or physical assault, go to the police.

INVESTIGATION

It is the responsibility of the Executive Director or President to take immediate and appropriate action to report or deal with incidents of harassment as outlined in this policy document, whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint.

If a person is found to have engaged in activities contrary to this policy, whether through an investigation or through direct observation, corrective action will be taken.

The parties of the complaint will be notified of the findings and their options.

An incident report will be prepared and retained for five years.

NON-RETALIATION

This policy expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment

CORRECTIVE OR DISCIPLINARY ACTION

Creative Retirement Manitoba views harassment and retaliation to be among the most serious breaches of workplace behaviour. Consequently, appropriate disciplinary or corrective actions, ranging from a warning to termination of employment contract or withdrawal of membership and services, can be expected.

FRAGRANCE FREE ENVIRONMENT

Creative Retirement realizes that an increasing number of people have developed sensitivities to certain chemicals and smells and therefore CRM supports having a fragrance-free environment so that chemical barriers will not prevent access to any class, seminar or club. This applies to all employees and all visitors who are asked to refrain from using, wearing, and bringing scented products and materials into any CRM space.

This Policy was last approved by the Board of Directors on January 10, 2020.