

CAMP NUTIMIK HARASSMENT AND ABUSE POLICY

At Camp Nutimik, we are committed to a policy of providing and maintaining a positive work environment, free of both sexual and general harassment and abuse. Harassment and abuse are forms of employee misconduct which are demeaning to another person, which undermine the integrity of the employment relationship, and are strictly prohibited.

Pranks and practical jokes have been ruled as being "potential" harassment and so the policy at Camp Nutimik will be that they will be allowed with the following stipulations:

- they do not involve loss of sleep, damage, happen in or around staff housing and do not cause embarrassment
- they are done in a healthy spirit and only to those who share in the amusement of pranks; those who do not like them are to be avoided and are expected not to participate themselves in the implementation of a prank
- they must be cleared by the Program Director or the Executive Director

The *Human Rights Code of Manitoba* (HRCM) defines "Harassment" as follows:

1. A course of abusive and unwelcome conduct or comment based on someone's nationality, ancestry or ethnic background, religion, age, gender, sexual orientation, marital or family status, source of income, political belief, or physical or mental disability;
2. A series of objectionable and unwelcome sexual solicitations or advances; or
3. A sexual solicitation or advance made by a person who is in a position to confer upon or deny any benefit to the recipient; and
4. A reprisal or threat of reprisal for rejecting a sexual solicitation or advance.

Specifications that can be considered harassment include, but are not limited to the following:

1. Unwelcome remarks, actions, jokes, or comments relating to an individual's nationality, sex, etc.;
2. Unwelcome remarks, actions, jokes, or comments relating to an individual's body, attire, appearance or weight;
3. Verbal abuse or threats;
4. The displaying of pornographic, racist or other offensive or derogatory pictures;
5. Practical jokes which cause awkwardness or embarrassment;
6. Unwelcome sexual invitations or requests, whether indirect or explicit;
7. Intimidation;
8. Leering or other gestures;
9. Condescension or paternalism which undermines self-respect;
10. Unnecessary physical contact such as touching, patting, pinching, punching; and
11. Physical abuse or assault.

If an employee feels she or he is the subject of conduct which is harassing, she or he should clearly state to the source of the harassment that the conduct is unwelcome. While this response is recommended generally, all concerns and complaints will be dealt with regardless whether such a statement is made. An employee who wishes to report an incident of sexual and/or general harassment or abuse should promptly report the matter to his or her immediate supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact the supervisor, the employee should immediately contact the Executive Director. Employees may raise concerns and make report without fear of reprisal, and concerns and complaints will be treated in confidence except as necessary for the purpose of investigation and subsequent remedial action. No record of having made a complaint will be entered on to the employee's personnel file, but a record will be kept in a separate confidential file.

Employees are reminded that harassment is an offense under The Human Rights Code of Manitoba, and that an employee who is the victim of harassment has the right to file a complaint with the Human Rights Commission.

Anyone who becomes aware of possible sexual and/or general harassment or abuse should promptly advise the Executive Director, who will handle the matter in a timely and strictly confidential manner. If a supervisor or manager is aware of possible harassment or abuse and does not act upon the situation accordingly, he or she will be subject to appropriate disciplinary action. Under no circumstances should a complaint be dismissed or down played or the complainant told to deal with it him or herself.

The Executive Director or a designate shall investigate any allegations of harassment or abuse and all affected employees shall be afforded a full opportunity to be heard with or without assistance from a representative of their choosing. The Executive Director or designate will attempt to resolve the matter and all affected employees will be informed of the result of the investigation.

The Executive Director shall determine the appropriate action to be taken following the investigation. Anyone engaging in sexual and/or general harassment or abuse will be subject to disciplinary action, up to and including termination of employment. This policy applies to all employees of Camp Nutimik, including management personnel.

As stated above, Camp Nutimik is committed to a policy of providing and maintaining a positive work environment and anyone having questions with respect to this policy is invited to contact the Executive Director for further information.

Revised - December 15, 2011