

# Harassment Prevention

The Navy League of Canada

IMPORTANT NEWS

## Harassment

### What is it?

The Navy League of Canada is committed to providing a learning and working environment for all members that is healthy, safe, and free from harassment and discrimination. Everyone has an individual responsibility to create and maintain a respectful workplace.

### What does this mean?

**Harassment:** means comments or actions, made on either a one-time or continuous basis, that are unwelcome or should be known to cause offence or harm or engaging in a course of vexatious comment or conduct against another co-worker that is known or ought reasonably to be known to be unwelcome. This includes comments/behaviours that may be observed or overheard by a third party who takes offence. The definition includes harassment prohibited under the relevant Provincial Human Rights Code, as well as what is often called “psychological harassment” or “personal harassment”. Everyone has the right to be free from humiliating behaviour that is based on race, gender identity, ancestry, place of origin, color, ethnic origin, citizenship, creed, disability, gender, sexual orientation, age, record of offences, marital status, family status, or same-sex partnership status.

This policy applies to all members of the Navy League of Canada including: National and Divisional/Branch employees; registered participants (Branch Members) including National Board, Division and Branch Council members and all categories of Associates; and volunteers including Navy League Officers. This policy also covers contractors, subcontractors, suppliers, and visitors to our organization.

### How do I know what is considered harassment?

Examples of harassment covered under the policy include:

- i) **Discrimination:** to treat someone unequally or differently, whether deliberately or not, because of a personal characteristic or distinction. Unsolicited actions or behaviours that result in unfavorable or adverse or preferential treatment, based on any of the prohibited grounds as contemplated by the applicable provincial human rights legislation;
- ii) **Sexual Harassment:** unwanted sexual attention, physical contact, or offensive, derogatory, abusive or obscene comments, gestures, jokes and writing or images of a sexual nature;
- iii) **Racial Harassment:** any action including jokes expressing or promoting racial intolerance, prejudice, discord or hatred, racially offensive material and refusal to cooperate/work with person based on race, color, place of birth, citizenship, ancestry or ethnic background;
- iv) **Psychological Harassment:** bullying, intimidating, abusive, aggressive, obnoxious or other outrageous behavior including cruel jokes or hoaxes that create anxiety among co-workers;
- v) **Abuse of Authority:** occurs when a person improperly or unreasonably uses the power and authority inherent in his or her position to interfere with another’s performance, threaten or influence that individual’s career or job, or threaten the livelihood of the employee. It includes intimidation, blackmail, coercion and favoritism; and
- vi) **Electronic harassment:** harassment in any of the contexts stated above that is achieved by using electronics, including email, cell phones, facsimile, voice mail, computers including Navy League network computers and devices.

## **What should I do if I believe I have been subjected to harassment or discrimination in the workplace?**

If you believe that harassment or discrimination exists, there are a number of options available.

**Resolve the matter with the individual:** individuals are encouraged to resolve their concerns by direct communication with the person(s) engaging in the unwanted behaviour. Keep a personal written record of the date, time, details of the comments and witnesses, if any.

### **Where an issue becomes a complaint:**

1. Management intervention: bring forward the issue through the Navy League Chain of Command and it will be dealt with promptly.
2. Formal Complaint: Where necessary, provide a formal letter of complaint that contains a brief account of the offensive incident, when it occurred, the persons involved and name of witnesses.

## **What happens next?**

Upon receiving a complaint, a process will be undertaken promptly to review and respond to the complaint. If required, external parties may be brought in to assist with the review of the complaint. In all instances, the person responsible for resolving the complaint will assess whether the situation can be resolved using a form of alternative dispute resolution such as mediation. This will only be done with the expressed consent of the parties.

## **What is the role of the Executive Director (or as appropriate Divisional/Branch staff or Councils)?**

All leaders in the organization are responsible for fostering an environment of respect and dignity in the workplace. They are responsible for ensuring that employees/members in their area are aware of the Harassment Prevention Policy and participate or attend any mandatory information sessions. They are also responsible for directly addressing any issues of harassment or discrimination under this policy that they witness and by taking immediate action to correct the matter.

This may include:

- i. Meeting with the affected parties to obtain details on the issue, and where appropriate encourage the parties to resolve it on their own.
- ii. Where it is a serious issue, seek the assistance of your supervisor and as appropriate the NL Corps CO/Branch/Division/National President.
- iii. Provide support to the affected parties and engage other support mechanisms that may be deemed appropriate.
- iv. When resolving a matter consider the appropriate remedy or disciplinary action such as: counselling an employee; requiring an apology; or providing a verbal or written warning.
- v. Follow up with the affected parties to ensure there are no reprisals.

## **What protection do I have if I come forward with a complaint?**

Any retaliation or reprisals are prohibited against anyone who comes forward with a complaint under this policy or has provided information regarding a complaint. Any form of retaliation or reprisals will be subject to further follow up inquiries, investigation and disciplinary action where it is deemed warranted. The same procedures under this policy will be used to investigate alleged retaliation or reprisals.