

## POLICY STATEMENT (Harassment): TMS Discovery Day Camp 2023

### Intent

All employees and campers are entitled to a harassment-free environment where every camper and staff is respected and is entitled to fair and equitable treatment

We will not tolerate any form of harassment and will make every effort to ensure no one is subjected to such conduct.

All employees are responsible for ensuring that the camp is free of harassment. Any employee who commits harassment or who knowingly condones the harassment of another individual will be subject to disciplinary action or dismissal.

### Definition:

Harassment is unacceptable conduct or comment that undermines the employment relationship or that might reasonably be expected to cause offence or humiliation to any employee or campers or might be viewed by the employee as placing an improper condition on employment. Harassment may take various forms but can be grouped into two broad categories.

1. Harassment of an individual on any of the prohibited grounds of discrimination under the **Canadian Human Rights Act**. These include: age, race, sex, national or ethnic origin, colour, religion, disability, marital status or conviction of an offence for which a pardon was granted. It includes: deliberate or unintentional gestures, comments, racial slurs, questions, representations or other behaviours that ought reasonably to be known by the harasser to be unwelcome by the recipient.

## EMPLOYEE RESPONSIBILITIES

### Action Steps...

#### **Step one:**

Right at the time the incident occurs, make your disapproval and/or unease immediately known to the harasser. Indicate clearly that the behaviour or remark is unacceptable to you. Ask the harasser to stop, preferably in the presence of a witness, if the harassment does not stop, go to step two.

#### **Step two:**

Talk to your manager/supervisor about the problem. Be specific. It is often helpful to keep a written record of dates, times, the nature of the behaviour and witnesses, if any.

If your manager/supervisor is the harasser, you should approach the next higher level of management with your concern. If this is not possible, use one of the alternate actions outlined.

If your manager/supervisor does not take action and/or the harassment continues, you should contact the next higher level of management or in the case of a physical assault, the police should be contacted immediately.

In all cases, allegations of harassment can be escalated through the various management levels to the head of the organization.

**Alternate Actions:**

It is recognized that harassment is a very sensitive topic. If you are uncomfortable in approaching the harasser or in discussing the problem with your manager/supervisor, there are a number of alternatives available to you.

*Contact the Camp Director, Andrea Tomaso if you have an issue to report. You can also speak with the Assistant Director.*

As an employer, we are legally obligated to investigate all allegations of harassment. A victim of harassment can insist there be no investigation only if a signed release is obtained.

All allegations of harassment will be treated in a timely and sensitive manner. The rights of the complainant and the respondent will be respected at all times.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

**MANAGEMENT RESPONSIBILITIES**

1. Discuss the policy with your staff and ensure a copy is prominently displayed at your location. Posting of the policy is a requirement under the Canada Labour Code. Our policy is displayed in the Camp Office.
2. Discourage harassment in your area. Treat the policy seriously and set a person example to other employees.
3. If you suspect or are made aware an employee or campers is being harassed, investigate immediately. You are responsible to fully investigate and resolve complaints of harassment. Legally, you can be held personally liable for failing to take action.

**INVESTIGATIVE PROCEDURES**

- i. Obtain details of the incident from the employee or camper.
- ii. Interview the alleged harasser and obtain his/her side of the story.
- iii. Interview all witnesses to the incident.
- iv. Review the facts of the case and take appropriate actions in the consultation with a Human Resources or Employee Relations consultant. (Director, Andrea Tomaso)
- v. Convey the results of the investigation to the complainant and the respondent.

Documentation and confidentiality of information are critical throughout all aspects of the investigation.

The TMS Discovery Day Camp respects your privacy and will do as much as possible to maintain the privacy of all parties involved in any harassment investigation.