

## CAEP HARASSMENT POLICY

### **Purpose of this policy:**

The values of CAEP are:

- Accountability
- Inclusivity
- Integrity
- Respect
- Service

In order to ensure that these values are respected, this Policy has been issued to ensure that both CAEP staff and CAEP members are protected during their involvement in CAEP initiatives.

This Policy will be reviewed and updated, if necessary, every year.

### **Definition of harassment:**

Harassment is engaging in vexatious conduct (either verbal or in writing) against another individual that is known or ought reasonably to be known to be unwelcome.

Workplace harassment does not include reasonable actions taken by an employer or supervisor relating to the management or direction of workers in the workplace.

Common harassing behaviours can include (but are not limited to):

- Rumour spreading;
- Jokes about sex;
- Email chains with jokes about specific individuals;
- Repeated emails that attempt to pressure an individual to change policy or an organizational decision;
- Excluding individuals from work-related activities;
- Reviewing work unfairly or trivial fault-finding; and
- Belittling behaviour or comments.

Harassment can either occur over a period, or in a specific instance, depending on the specific situation.

### **Policy:**

In pursuit of a harassment-free environment, CAEP is committed to fully preventing and/or addressing any instances of harassment, including sexual harassment, by:

- Ensuring to promote appropriate standards of conduct with the CAEP Board of Directors, CAEP Head Office Staff and others who assume a leadership role in CAEP.

- Methodically monitoring or adjusting CAEP's systems for any barriers, including any barriers regarding any protected grounds laid out in *the Canadian Human Rights Code*;
- Providing a procedure for complaints (outlined below) that is fair, timely, and effective; and
- Take appropriate corrective measures as deemed reasonable by the CAEP Board of Directors or the Executive Director, dependent upon whether it is a staff issue or a member issue.

The CAEP Board of Directors and the Executive Director have an additional responsibility of acting immediately upon either receiving a complaint of harassment or witnessing it themselves. The CAEP Board will review and discuss the allegations within 60 days or at their next Board meeting. Both the CAEP Board of Directors and the Executive Director are responsible for the creation and maintenance of a harassment-free organization and must immediately review the concerns/allegations as soon as any forms of harassment become known in the workplace.

### **Complaint Process:**

At CAEP, complaints regarding harassment, bullying, or discrimination may be brought forward to the Executive Director or the CAEP Board of Directors.

Immediately upon receipt of a complaint, the alleged aggressor will be notified and an investigation will be started, and additional information and context will be sought. The investigation may include:

- A review of the details of the incident(s);
- Separate interview(s) with the parties involved and any witnesses;
- Examination of any relevant documents, emails, notes, photographs, or video;
- A decision about whether the complaint constitutes harassment; and
- The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings.

CAEP will take appropriate measures to ensure that the complainant and/or witnesses involved in filing the complaint are protected, as necessary. CAEP will ensure that these changes do not penalize any person who brought forward a complaint, or any witness to the complaint.

CAEP will not disclose any information regarding a complaint of harassment (including any identifying personal information of any of the individuals involved), unless the disclosure, if necessary. The disclosure may become necessary for the purposes of investigating the complaint, taking disciplinary action, or as required by law.

The complainant, as well as the alleged harasser, will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.