

GALIANO ISLAND RECYCLING RESOURCES SOCIETY TREATMENT OF EMPLOYEES IN THE WORKPLACE POLICY

Group Applicable:

All Employees

Reviewed By:

GIRR Board of Directors

Next Annual Review:

Approved By:

GIRR Board of Directors motion passed March 20, 2021

Created:

March 18, 2021

Revised:

Last Reviewed:

PURPOSE:

To provide the guidelines and expectations for establishing a positive, supportive and respectful work environment for all GIRR employees.

POLICY:

Respect in the Workplace

- a) Every employee has the right to expect and shall receive fair, courteous and considerate treatment. All employees will be treated with dignity and respect, free of discrimination.
- b) Every employee has the right to a work environment that provides respect for the individual and is free from bullying and harassment. GIRR is committed to providing such an environment and will take appropriate action with any individual(s) found to be in contravention of this policy.
- c) Employee 'concerns' and/or 'complaints' are to be investigated as fairly, quickly and effectively as possible while maintaining the confidentiality of those concerned in so far as this is possible.

DEFINITIONS:

Discrimination in the context of this policy shall mean decisions or actions must be free of preferences based on race, ancestry, place of origin, colour, religion, age, family status, sex, sexual

Passed into Policy – March 20th, 2021

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orientation, marital status, physical or mental disability, political belief, or criminal conviction unrelated to employment, subject to bona-fide requirements of the job.

Bullying and harassment in the context of this policy shall mean any improper comment or conduct or behaviour that:

- is discriminatory;
- is 'reasonably considered' unwelcome to others;
- denies individual dignity and respect;
- is determined to be intimidating; or
- any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

All employees are obligated to take reasonable care of themselves and others including:

- a) not engaging in bullying and harassment of other workers, supervisors, the employer or persons acting on behalf of the employer;
- b) reporting if bullying and harassment is observed or experienced in the workplace; and
- c) applying and complying with GIRR's policies and procedures on bullying and harassment.

Any reasonable action taken by an employer or supervisor relating to the management and direction of workers in the place of employment or normal social conduct among individuals based on mutual consent does not, for the purpose of this policy, constitute harassment.

Employee 'concerns' are considered **informal requests** by employees for some help or action to be taken to correct a concern or uncomfortable situation including perceptions of harassment, discrimination, or bullying. The employee wants a situation to be corrected, without resorting to a formal complaint.

Employee complaints are **formal requests** that require formal action be taken to correct a situation of alleged harassment, discrimination or bullying. Complaints should be made in writing and include particulars such as date, time, description of events and any witnesses along with the action and remedy sought.

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TYPES OF HARASSMENT:

The following types of harassment are generally classified into three broad categories:

Verbal Harassment

Derogatory comments, demeaning jokes or slurs, innuendos or taunting remarks. In addition, unwanted sexual comments, implied or expressed or promises of reward for complying with, or threats of reprisal for not complying with, a sexually oriented request.

Physical Harassment

Practical jokes, pushing, shoving, etc. Acts of sexual harassment would include any unwanted physical contact, unnecessary touching, physical interference with work or movement, physical assault.

Visual Harassment

Obscene gestures, leering, demeaning posters, cartoon, graffiti or drawings which are shown to an individual or group, or displayed in plain view.

PROCEDURES:

1.0 Investigating Employee Concerns

Depending on the specific circumstances, informal concerns will normally be dealt with by the Operations Manager. The employee and the OM will normally agree upon an action plan to resolve the concern. After the plan has been implemented, the OM may monitor the situation and/or periodically check with the employee to ensure that the concern has been satisfactorily resolved.

2.0 Investigating Employee Complaints

Depending on the specific circumstances, formal written complaints concerning harassment or discrimination will be dealt with by the Board Chair or their delegate.

The employee who initiates a complaint will be required to provide written particulars including dates, times, descriptions of events, witnesses, etc. directly to the Board Chair. The details of such statements must be as thorough and accurate as possible. The investigation of alleged harassment will normally include an interview with the employee accused of harassment and all other pertinent witnesses.

Following the investigation, a decision will be made by GIRR as to what corrective action is warranted. The corrective action taken will be commensurate with the nature of the complaint

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and circumstances. The final corrective action plan requires approval of the Board. The complainant will be advised in writing of the outcome of the investigation.

3.0 Statutory Provisions

This policy and procedures are applicable and available to all employees.

Notwithstanding, GIRR at its discretion may elect not to apply this policy where an employee has initiated concurrent actions under other Statutory Provisions - Worksafe BC or BC Human Rights Tribunal.

RESPONSIBILITY: GIRR is responsible for the development and application of this policy and for the final adjudication of formalized complaints, as well as the fair and consistent administration of this policy and its annual review.

Managers are responsible for understanding this policy and ensuring all employees are in full compliance. They are expected to create a positive workplace free of harassment and discrimination and to promptly address employee concerns and complaints.