



Strathcona Hotel Policies & Procedures

Subject: Harassment & Bullying

Date: March 19, 2007

Revised: October 29, 2013 in accordance with section 115, 116 & 117 of the Workers Compensation Act.
February 9, 2019

Reposted: January 7, 2015, January 1 2017, January 3, 2018, February 9, 2019

Harassment free work environment:

Strathcona Hotel employees and guests have the right to an environment that is free from harassment based on race, sex, nationality or ethnic origin, religion, age, marital or family status, sexual orientation, unrelated criminal conviction, ancestry, political beliefs, pregnancy, disability/impairment or any other ground which are in violation with the law. This environment extends to all company functions, on or off company property. Bullying and harassment will not be accepted or tolerated.

Definition of harassment/bullying:

Harassment/Bullying is defined as any behavior which is not welcome, is personally offensive and adversely affects your morale and interferes with work effectiveness. Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonable ought to have known would cause that worker to be humiliated or intimidated. This includes but is not limited to; verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, offensive jokes, unwanted physical contact, vandalizing personal belonging and spreading malicious rumors. Other subtler behaviors, such as patterns of targeted social isolation might also be considered bullying if they are humiliating.

Sexual harassment:

Sexual harassment is defined as any unwelcome conduct of a sexual nature that detrimentally affects the work environment and which might reasonably be perceived by the employee as placing a sexual condition on employment, training, promotion or leads to other adverse job-related consequences. Strathcona Hotel views all allegations of harassment as extremely serious and will not tolerate harassment of any type towards any employee. See full policy on website

Intent:

Intent does not determine whether the behavior is bullying and harassment. A person cannot excuse his or her behavior by saying he or she did not intend it to be humiliating or intimidating.

Procedures what to do if you feel you are being harassed:

- 1) Say "NO" and do not ignore the harassment. If you can, immediately make the alleged harasser aware of your disapproval and/or discomfort with his/her comments, actions or behavior. At any time, if you do not feel comfortable approaching the alleged harasser contact another party about your complaint.
- 2) Seek guidance. If the behavior does not immediately stop, you should contact your manager and or supervisor. All managers and supervisors are expected to take action to prohibit or stop any behavior that is in any way harassing to another employee.
- 3) File a written complaint with Human Resources who will then investigate. If the behavior continues and attempts to correct the behavior have failed, accurately write out all the details being as specific as possible. Information provided by anyone will be documented and completely confidential, except where disclosure is necessary for the purpose of investigation or disciplinary action. Statements, footage etc will be kept securely in the HR office and all investigations will be completed within a reasonable time frame.

Whom to contact in case of harassment:

At any time and in any situation, you may choose to contact your immediate supervisor and/ or department manager or your Director of Human Resources.

Review of policy

A review of this policy will take place annually by the Occupational Health and Safety Committee at their annual review meeting.