

Policy Manual

Operational Policy

Operational Policy 29 (OP-29): Workplace Harassment

Adopted by: Board of Directors

Adopted on: April 07, 2015

Summary:

The Thompson Rivers University Students' Union is committed to providing and maintaining a workplace that is free of harassment. This policy sets out the process that ensures all Union employees and Board of Directors members are treated in a fair and respectful manner.

Policy:

- I. This policy shall apply only to Union Staff and members of the Board of Directors;
- II. Workplace harassment:
 - a. Includes any inappropriate conduct or comments by an employee towards another employee that the employee knew, or reasonably ought to have known, would cause that person to be intimidated, humiliated, or demeaned;
 - i. This includes, but is not limited to, verbal aggression or insults, vandalizing personal property, spreading malicious rumours, unwanted sexual attention or solicitation, and physical intimidation;
 - ii. This includes any adverse treatment on the basis of grounds prohibited by the *British Columbia Human Rights Code*;
 - b. Excludes any reasonable action taken by the Union or a supervisor relating to the management and direction of Union employees or the workplace;
- III. Complaints of workplace harassment must be reported as soon as possible after experiencing or witnessing an incident, and shall be managed according to the principles of natural justice as defined by the Supreme Court of Canada and the following procedure:
 - a. Complaints shall be made in writing and shall include:
 - i. The name and contact information of the complainant(s);
 - ii. The name(s) of the accused harasser;
 - iii. The name(s) of any witness to the incident(s);
 - iv. The location, date, and time of the incident(s);
 - v. Details regarding the incident(s), including the conduct and/or words used by the accused harasser that led to the complaint;
 - vi. Any supporting documents or records;
 - b. Complaints shall:
 - i. Be received by the Executive Director and Staff Relations Officer;
 1. In the case that the complaint involves the Executive Director, the Executive Director and Staff Relations Officer will designate another Union Staff person to replace the Executive Director in the process;

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2. In the case that the complaint involves the Staff Relations Officer, the Executive Director and Staff Relations Officer will designate another member of the Board of Directors to replace the Staff Relations Officer in the process;
 - ii. Be investigated by the Executive Director and Staff Relations Officer to determine if the complaint is valid;
 - iii. The Executive Director and Staff Relations Officer shall report the findings and outcome of their investigation to the complainant in writing;
 - iv. The Executive Director and Staff Relations Officer shall report the findings and outcome of their investigation to the Executive Committee in writing.