

## 2021 CJSW Workplace Harassment Policy

The management of The University of Calgary Student Radio Society (U.C.S.R.S), a.k.a. CJSW 90.9FM, is committed to providing a work environment in which all stakeholders are treated with respect and dignity. Harassment will not be tolerated from any stakeholder as per the volunteer code of conduct.

- CJSW staff and volunteers are herein collectively referred to as “stakeholders”
- the Health and Safety Representative is a staff member appointed by the Station Manager and can be any staff member other than the Station Manager. This person cannot be the designated staff member in an “investigation”.

CJSW 90.9 FM as the employer and as a volunteer organization, is committed to eliminating or, if that is not reasonably practicable, limiting the incidents of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment is defined as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to have known would cause offence or humiliation to a stakeholder, or adversely affect that stakeholder’s health and safety. Harassment may involve an individual or group of individuals, and may take verbal, written, graphic or physical forms. Harassment may occur during work hours or outside work on or off campus.

Harassment includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, and sexual orientation. Harassment also includes any sexual solicitation or advance.

Reasonable conduct of station staff, station board members, or volunteer executives in respect of the management of workers or stakeholders on a work site is not considered workplace harassment.

Stakeholders are encouraged to use informal measures to resolve an allegation of harassment before resort is made through formal procedures. This may involve discussion with volunteers, on-air hosts, the Station Manager, the appropriate coordinator or director, the appointed station Health and Safety Representative, or Board of Directors.

In support of this policy, workplace harassment prevention procedures are detailed in an accompanying document. It includes measures and procedures to protect stakeholders from harassment and a process for stakeholders to report incidents, or raise concerns. Both documents will be readily available to all stakeholders.

The Station Manager and Board of Directors will ensure this policy and the supporting procedures are implemented and maintained. The Station Manager and Board of Directors will appoint an additional station staff member to act as the designated staff member, to assist the Station Manager and Board of Directors to implement and maintain this policy.

All stakeholders will receive relevant information and instruction on the contents of the policy and procedures via the CJSW website and the HQ email. There will also be a hard copy in the board minutes binder accessible to all in the station. Stakeholders will adhere to this policy and the supporting procedures. Station staff are responsible for ensuring that measures and procedures are followed by workers and that all other stakeholders have the information they need to protect themselves.

Every stakeholder will be expected to comply with this policy and the supporting procedures. All stakeholders are required to raise concerns about harassment and to report any incidents to the Station Manager and/or the Board of Directors. In instances where it is inappropriate to approach the Station Manager on a harassment issue, the designated staff representative and the Board of Directors should be the organizational leadership engaged for harassment issues.

The Station Manager or designated staff representative and/or Board of Directors will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner. As each incident may require a certain set of actions, all and any incidents will receive the discretion, sensitivity and when appropriate, transparency needed for resolution.

The Station Manager, designated staff representative, and Board of Directors pledge to respect the privacy of all concerned as much as possible. The Station Manager and/or designated staff representative and Board of Directors will not disclose

the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No stakeholder can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a stakeholder from exercising any rights under any other law, including the *Alberta Human Rights Act*.

### **Employee Resources Available**

#### **Employee support**

- Consult a health professional of their choice for treatment or referral for injuries sustained at the workplace
- Calgary Distress Centre [24 hour crisis line and counselling services](#)
- Workers Compensation Board of Alberta [resources](#)
- Wellness [resources](#) provided by the University of Calgary Wellness Services
- Staff members and other employees are entitled to wages and benefits for the time they receive treatment if they sustain a work related injury and go through the investigation process

#### **Worker communication and training**

- Regular training on issues regarding harassment and workplace safety will be available to full-time staff members
- Ensure new staff and other station employees are trained during onboarding about the station's anti-harassment policy, work safety, incident reporting process, and are made aware of where documentation is kept. This is the responsibility of the Station Manager and Health and Safety Representative

#### **Program administration and continuous improvement**

- The CJSW workplace harassment policy will be readily and digitally available to stakeholders on the CJSW website. It is the Station Manager's responsibility to ensure it is digitally available to all stakeholders
- Incident reports, related files and documentation will be kept for 5 years on the Board of Directors Basecamp in "docs and files" before being discarded. It is the Station Manager's responsibility to ensure that the necessary files are readily available
- The harassment policy and process will be reviewed every 3 years by the Station Manager, the appointed Health and Safety Representative, and Board of Directors to ensure it is up to date and continuously improving

#### **Complaint Procedure:**

- Complaints should be submitted as soon as possible from the time the incident occurred. All complaints and incident reports can be sent to the Station Manager, designated staff representative and Board of Directors via email.
- Once a complaint is received, the designated staff representative or Board will notify the Station Manager to review the complaint. Incident reports will be reviewed by the Station Manager and Health and Safety Representative if necessary, who will determine if it needs to be reported to Alberta Health and Safety.
  - If the Station Manager is involved, stakeholders can submit a complaint or incident report to the designated staff representative and Board of Directors via email who will review it collectively.
- An Investigation Committee will be formed, made up of the Station Manager, or designated staff representative, and a Community Board Member. The purpose of this Committee is to determine whether an alleged violation of the policy has occurred.
- Once the Committee is established, they will interview the complainant, the respondent, and may interview any other individual with information relevant to the complaint to determine whether any misconduct took place.

Please see the accompanying 2021 Workplace Harassment Complaint Procedure document for more information on the incident reporting process including outcomes, information, and confidentiality.

Adoption Date: December 2021