

Anti - Harassment Policy for Saskatchewan Aviation Museum

Date: 25 March 2024

Anti - Harassment Policy Statement for the Saskatchewan Aviation Museum

In this document 'employee' also refers to 'volunteer' for the purposes of protection against any form of harassment.

Attachments: Incident Report Form

Statement of Commitment

Every employee and volunteer are entitled to an environment free of harassment. The Saskatchewan Aviation Museum is committed to a harassment-free workplace where everyone is treated with dignity and respect. This policy applies to all behaviour that is in some way connected to work of the museum, including during off-site meetings, trade shows, public appearances, training and business trips.

Definition of Harassment

Pursuant to The Saskatchewan Employment Act, harassment means:

- any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is either:
 - based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
 - adversely affects the worker's psychological or physical well-being and that the person knows, or ought reasonably to know, would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

Personal harassment must involve repeated occurrences; however, a single serious incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker. It does not include any reasonable action taken relating to the management of the place of employment.

This also extends to unwelcome comments or actions directed at a worker, which is not necessarily based on race, creed or one of the other prohibited grounds described above, but are abusive and humiliating and interferes with a person's work performance, health, safety or well-being.

Personal harassment may include:

- practical jokes which may cause embarrassment, endanger safety or affect work performance negatively;
- vandalism of personal property;
- verbal abuse or threats;
- insulting, derogatory or degrading comments, jokes or gestures;
- refusing to work or cooperate with others; and
- unwelcome physical contact.

Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome, is also prohibited.

Harassment is Not:

Managerial actions or decisions involving the day-to-day management are not considered to be harassment even if they sometimes involve unpleasant consequences. These day-to-day decisions must be carried out in a manner that is reasonable and not abusive.

These include:

- work assignments;
- job assessments and evaluations;
- workplace inspections;
- implementation of appropriate dress codes; and
- disciplinary actions.

Employer's Commitment

The Saskatchewan Aviation Museum, and its managers, supervisors, staffers and volunteers will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

The current Executive Director and or Board Governance Committee representative are responsible for:

- ensuring that this policy is applied in a timely, consistent and confidential manner;
- ensure employees and volunteers review and understand this policy and complete required training
- determining whether or not allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated.
- the administration of this policy;
- reviewing this policy annually, or as required; and
- making necessary adjustments to ensure that this policy meets the needs of the organization.

The Executive Director and Supervisors are responsible for:

- fostering a harassment-free work environment and setting an example about appropriate workplace behaviour;
- communicating the process for investigating and resolving harassment complaints made by employees;
- dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
- taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate; and

- ensuring harassment situations are dealt with in a sensitive and confidential manner.

Employee's Duty:

In accordance with Part III of The Saskatchewan Employment Act, all employees, including managers and supervisors employed by the Saskatchewan Aviation Museum shall refrain from causing or participating in the harassment of another employee, and co-operate with any person investigating harassment complaints.

Complaint Procedure

An employee who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop. Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to the employer, or to one of the persons designated by the employer to receive complaints of harassment, namely:

Name: Brian Eikel

Position: Executive Director

Name: Mark Lich

Position: Board Chair

Once a person designated by the employer receives a complaint, that person shall immediately bring the complaint to the attention of the employer. Complaints should be made as soon as possible but no later than within 90 days of the last incident of perceived harassment, unless there are circumstances that prevented the employee from doing so. The employer will discuss options to resolve the complaint with the complainant.

Mediation

Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation. Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint. The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint. Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

Where the conflict cannot be promptly resolved in a matter satisfactory to the complainant, the employer will notify the alleged harasser, provide the alleged harasser with information concerning the circumstances of the complaint and undertake a confidential investigation. Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results. Where harassment has been substantiated, the employer will take appropriate corrective action.

Confidentiality



The Saskatchewan Aviation Museum will not disclose the identity of the complainant or alleged harasser, except where disclosure is necessary to investigate or take disciplinary action, or where such disclosure is required by law.

Other options for Complaints

Nothing in this policy prevents or discourages an employee from referring a harassment to the Occupational Health and Safety Division or the Saskatchewan Human Rights Commission. An employee also retains the right to exercise any other legal avenues available.

Protection of Individuals:

The Saskatchewan Aviation Museum endeavours to protect individuals who report harassment or participate in an investigation of harassment.

Where a complaint of personal harassment or sexual harassment is not substantiated, no action will be taken against a complainant who made the complaint in good faith.

Training

Training may be accomplished by completing the program as needed for the employer or the employee on the **enough already** website at <https://enoughalreadysk.ca/courses-overview/>. Or other suitable training.

Review

Saskatchewan Aviation Museum will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all employees.

Enquires

Enquires about this policy and related procedures can be made to current Executive Director or Board Chair.

Date of Last Review: 2024.03.25
Reviewed by: Mark Lich
Shelley D Jensen
Review Cycle: Yearly