

Anti-harassment Policy & Procedures

Policy Statement

Harbour Dance Centre is committed to fostering a harassment-free workplace where all employees and students are treated with respect and dignity.

The Canadian Human Rights Act protects employees and students from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Harassment at Harbour Dance Centre is not tolerated. Employees who are found to have harassed another individual may be subject to disciplinary action. This includes any employee/contractor who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

Application Statement

This policy applies to all current employees and contractors including full and part-time, casual, contract, permanent and temporary employees. This policy also applies to job applicants.

This policy applies to all behaviour that is in some way connected to work, including off-site staff meetings, training and business trips.

Definitions

Harassment is:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment; or
- behaviour of a sexual nature that could be thought to put
- sexual conditions on a person's job or employment opportunities.

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Responsibilities and Expectations

Harbour Dance Centre is responsible for:

- providing all employees with a harassment-free workplace.

Harbour Dance Centre Co-Owners are responsible for:

- applying this policy in a timely, consistent and confidential manner;
- determining whether or not harassment allegations are substantiated; and
- determining the 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.

Employees and contractors are responsible for:

- fostering a harassment-free work environment and setting an example for 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.
- treating others with respect in the workplace;
- reporting harassment to owners/management
- cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

Employees, contractors and students can expect:

- to be treated with respect in the workplace;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

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Procedures for Addressing a Harassment Complaint

Filing a Complaint

- I. An employee/contractor/student may file a harassment complaint by contacting the owners or manager on duty. The complaint may be verbal or in writing. If the complaint is made verbally, details will be recorded provided by the employee.
- II. The employee/contractor/student should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Substantiated Complaint

- I. If a harassment complaint is substantiated, Pamela Rosa, Moe Brody, & Sabine Clifford, Co-Owners will decide what action is appropriate.
- II. Remedies for the harassed employee may include: an oral or written apology; compensation for lost wages; compensation for any lost employment benefits such as sick leave; and compensation for hurt feelings.
- III. Corrective action for the employee found to have engaged in harassment may include: a reprimand; a suspension; a transfer; a demotion; and/or dismissal.

Other

Redress an employee who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission.

Privacy and Confidentiality

All parties relating to a harassment complaint are expected to respect the privacy and confidentiality of all parties involved and to limit the discussion of a harassment complaint to those that need to know.

Harbour Dance Centre and all individuals involved in the harassment complaint process, will comply with all requirements of the *Freedom of Information and Protection of Privacy Act* according to BC Law, to protect personal information.

Enquiries

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Enquiries about this policy and related procedures can be made to the owners of Harbour Dance Centre.

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