



## POLICY

**Title:** Harassment

### **Policy Statement:**

The Board of Governors of Northern Lakes College is committed to ensuring that the inherent differences of the College community are met with respect and dignity and that the College's culture continues to provide the best possible environment for learning and working. Each person has the right to work and learn in a secure, supportive and professional environment, which is free from harassment and that prohibits discriminatory practices. The College has a zero tolerance policy on harassment.

**Approved:** \_\_\_\_\_  
(Archie Cunningham, Chair of the Board)

\_\_\_\_\_  
(Date)

**To Be Reviewed:** April 2018

**Review and Revision Date(s):** June 7, 2004, February 19, 2008, April 25, 2013

**First Approval Date:** June 1, 2004

### **Stakeholders Consulted (Date):**

Senior Management Team – June 1, 2004; July 7, 2004; January 6, 2005; January 28, 2008

Employee Management Advisory Committee – April 22, 2013

### **Reference to other Documents:**

Alberta Human Rights Act

Violence in the Workplace Policy

### **Definitions:**

**Harassment** is a form of discrimination which is prohibited by law. Harassment occurs when one person subjects another to unwanted visual, verbal or physical conduct based on one or more of the prohibited grounds of discrimination and this conduct is found to create an intimidating, hostile, humiliating or offensive work/learning environment.

***Prohibited Grounds of Discrimination*** as defined by the Alberta Human Rights Act:

7(1) No employer shall

- (a) refuse to employ or refuse to continue to employ any person, or
- (b) discriminate against any person with regard to employment or any term or condition of employment,

because of the race, religious beliefs, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or of any other person.

***Sexual Harassment*** is being discriminated against on the grounds of gender or sexual orientation. Unwanted sexual advances, unwanted requests for sexual favors and other unwanted verbal or physical contact of a sexual nature constitute sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of a person's status or submission to or rejection of such conduct by an individual affects that individual's status. The behaviour need not be intentional in order to be considered sexual harassment.

***Racial Harassment*** is being subjected to unwelcome and unsolicited conduct based on belonging to a group of people related by common descent.

***Poisoned Environment*** is the result of any on-going behaviour that creates an offensive, embarrassing or humiliating work/learning environment that causes a person discomfort. Harassment does not include the legitimate exercise of supervisory authority.

***College Community*** includes employees, students, the Board of Governors, Community Education Committees and other individuals formally associated with Northern Lakes College.

**Guidelines:**

1. Persons who work for or act on behalf of the College and persons granted access to College services or sites are expected to take responsibility for their actions and treat one another with courtesy and respect.
2. Harassment, threats of violence, threatening remarks or gestures or other disruptive behaviour in the work/learning environment are unacceptable. Harassment will be regarded as a real and serious danger.
3. The behaviour does not need to be intentional to be considered harassment. The test is whether a reasonable person ought to have known that the behaviour was unwelcome.
4. Harassment can consist of a single incident or several incidents over a period of time.

5. The President will ensure an effective response to incidents of harassment are documented in post-incident procedures which include, at a minimum:
  - a. Medical attention guidance
  - b. Psychological assistance advice for trauma
  - c. Debriefing steps
  - d. Plans to prevent similar incidents in the future
6. Persons who instigate or contribute to harassment in the College will be subject to removal from the premises and subject to disciplinary action, up to and including immediate dismissal, suspension or expulsion. In addition, the person may be subject to criminal penalties and personal legal action. The College will assist law enforcement in any criminal investigation.
7. The President will ensure that the intent and guidelines of this policy are communicated to the College Community.
8. College procedures on harassment will protect members of the College Community from retaliation and false accusations.

### **Examples**

**Harassment** includes but is not limited to: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any person's appearance, age, religious beliefs, race, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income, sexual orientation or gender. The College also will not tolerate the display of racist or offensive signs or images, practical jokes that result in awkwardness or embarrassment and unwelcome invitations or requests, whether indirect or explicit.

**Sexual Harassment** includes but is not limited to such things as pinching, patting, touching or leering; sexual jokes, pictures or pornographic materials; degrading or obscene slurs, comments, suggestions and innuendoes; requests or demands of a sexual nature and unwanted sexual advances.