

Harassment Policy

“Harassment” means engaging in a course of vexatious comment or conduct that is known or ought reasonably be known to be unwelcome.

"Sexual Harassment" means engaging in a course of vexatious comment or conduct because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person is in a position to confer, grant or deny a benefit or advancement and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Harassment includes discrimination or harassment on any prohibited ground of discrimination contained in applicable human rights legislation, and includes Sexual Harassment.

The prohibited grounds of discrimination include, but are not limited to, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status and disability. Examples of Harassment may include, but are not limited to:

- (a) written or verbal abuse or threats, including cyber-bullying;
- (b) slurs, jokes, innuendo or taunts;
- (c) display of offensive or obscene material;
- (d) unwelcome remarks, gestures, repeated invitations, requests or insults, whether indirect or explicit;
- (e) leering or other obscene or offensive gestures;
- (f) unwelcome physical conduct such as touching, caressing, hugging, kissing, pinching; or
- (g) sexual assault and physical assault.

Harassment also includes any form of retaliation or reprisal against an individual for having invoked a policy designed to prohibit harassment, for having participated or co-operated in an investigation under such a policy, or for having associated with a person who properly invoked the policy.

Harassment may be either intentional or unintentional; unintentional behaviour may still constitute Harassment but may attract different action by the organization than if the behaviour was intentionally meant to harass. It is not an acceptable defence to say either that the conduct or that offence was not intended. It is the effect of the conduct that is material.

Reasonable discipline and/or performance or professional management must not be confused with Harassment. Reasonable discipline and performance or professional management falls within the authority and discretion of the organization and is a standard condition of members is of course wholly permissible.

Procedures for filing a harassment claim

A member may file a complaint by contacting the chair/ombudsman of the Diversity, Equity and Inclusion Committee. The complaint may be verbal or written, and will be recorded. The ACCTS board will be made aware when an incident report is submitted. This process will remain confidential within the Diversity, Equity and Inclusion Committee and the ACCTS board. The member may choose to remain anonymous, and should be prepared to provide details of the incident. The complaint may be from a member that witnessed an incident of harassment, or from the subject of harassment themselves. The chair will provide the Incident Report (See index A) to the member filing the complaint. This report will be stored by the chair of the Diversity, Equity and Inclusion Committee in a safe space to ensure privacy and confidentiality. Access to the Incident Report will be restricted to the chair/ombudsman of the Diversity, Equity and Inclusion Committee, ACCTS board as well as the elected mediator of the incident.

Mediation and Responsibility to Act

Every report will be acted upon accordingly. The committee will make a recommendation on an appropriate mediator for each incident based on the nature of the incident. The mediator may be internal or external. An internal mediator will require appropriate training in mediation or conflict resolution. An external mediator may be required in the case of a conflict of interest, or in the absence of a trained internal mediator. Mediation will occur if appropriate and possible between the parties involved. Mediation will be voluntary and confidential. Mediation may involve informing the member of whom the complaint is directed towards. Education may be provided if necessary. Mediation may resolve with a formal apology if the perpetrator understands how their actions are in breach of the harassment policy. If resolved, the Incident Report will reflect the outcome, and be stored confidentially with the Diversity, Equity and Inclusion committee. The ACCTS board will be made aware of the outcome.

If mediation does not resolve the issue, the Diversity, Equity and Inclusion committee will make recommendations to the ACCTS board based on the facts of the report, as well as the outcome of mediation. These may involve recommendations on future participation in ACCTS trips and activities. The report will be discussed in a timely manner with the ACCTS board members.

INDEX A

Harassment Incident Report

*if Anonymous report, please skip to Section B

Section A - Contact Information

Full Name:

Home Address:

Email:

Phone:

Section B - Incident Information

Date of Incident:

Location of Incident:

Type of Conduct:

- verbal conduct - slurs, jokes, innuendos or taunts
- written conduct - notes, emails, letters, cyber bullying, etc
- visual conduct - body language, offensive gestures, leering
- unwelcome remarks, gestures, repeated invitations, requests or insults
- display of offensive or obscene material
- physical assault
- sexual assault - unwelcome touching, rape, etc

Types of Harassment:

- race or ethnicity
- sex
- sexual orientation
- gender identity or expression
- disability

- religion or creed
- age
- family or marital status
- other

Incident Details:

Were there Witnesses to the Incident? Yes No

Name of witnesses:

Name of claimant:

I certify that the information on this report is true and correct to the best of my knowledge.

Signature of person filling out the form

Print Name

Resolution:

- Informal mediation
- Complaint dropped
- Other

Signature of Chair of Diversity, Equity and Inclusion Committee