

Friends of the San Pedro River (FSPR)

Harassment and Discrimination Policy

FSPR believes in and is committed to a trusting, safe work environment free from discrimination and harassment. Any act of discrimination or harassment is unacceptable.

Note: This policy is not intended to preclude the right of any individual to access legal remedies, which may be available.

Definitions. Discrimination refers to intolerant behavior towards individuals or groups. The intolerant behavior may be direct (e.g. denying people access to jobs based on their color, nationality, dress, etc.), or systematic (e.g. denying someone a job because of culturally-biased testing). Discrimination may come from an individual or through systems and attitudes within institutions. Harassment is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment can make one feel uncomfortable, embarrassed, offended, or intimidated. Harassment and discrimination can be found on three levels: peer-to-peer, supervisor-to-staff, and public/client-to-staff. Prohibited grounds for discrimination and/or harassment include:

- Age
- Marital Status
- Ancestry
- Place or Origin
- Citizenship
- Political Affiliation
- Color
- Race
- Creed
- Record of Offences
- Ethnic Origin
- Sex (Pregnancy)
- Family Status
- Sexual Orientation
- Handicap

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Behavior that may constitute harassment includes but is not limited to:

1. Derogatory or inappropriate comments, teasing, jokes, innuendoes, or taunting.
2. Display or circulation of any inappropriate, derogatory, or offensive written materials, cartoons or pictures.
3. Creation of an unpleasant, intimidating, or intolerable environment through a pattern of offensive, threatening or hostile comments or conduct.
4. Stalking.
5. Inappropriate physical contact.
6. Physical or verbal abuse.
7. Refusing to communicate, converse or work with an individual.
8. Sexual assault/abuse.
9. Suggestive looks, leering, staring, or gestures.
10. Unwelcome and unsolicited sexual advances.
11. Reprisal or threat of reprisal for the rejection of a sexual advance or solicitation.
12. Reprisal or threat of reprisal against an individual for having invoked this policy or participated in any investigation under this policy.

FSPR work environment includes FSPR premises, property and communications systems, and areas outside of FSPR where employees are performing job responsibilities (e.g. conferences, seminars, schools) or any location where the contact will have a direct impact on an employee.

The Society has a responsibility to:

1. Provide all employees with harassment and discrimination education.
2. Provide an environment that encourages prospective complainants to report all incidents of harassment or discrimination.
3. Provide a mechanism to handle and investigate harassment and discrimination complaints.

The Board of Directors has a responsibility to:

1. Protect all employees from harassment and discrimination.
2. Respond immediately to complaints.
3. Discipline those employees found guilty of violating this policy.
4. Carry out supervisory responsibilities, including performance reviews, training, and discipline in a manner that does not abuse authority, undermine performance, or intimidate staff.
5. Take corrective action when they are aware of harassment/discrimination.

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Failure to act may result in disciplinary action.

Employees have a responsibility to:

1. Ensure that their work environment is free from harassment and discrimination.
2. Refrain from engaging in any behavior that may be perceived as harassment or discrimination.
3. Report incidents of harassment and discrimination or retaliation.

Procedure:

1. An employee who has a complaint alleging violation of this policy should make his/her disapproval known to the harasser and request all offensive behavior cease.
2. The complainant should maintain a personal written record of the alleged nature of the harassment/discrimination, date(s), time(s), behavior and list of witness(es).
3. If the harassment/discrimination has not ceased, the complainant is encouraged to make a written complaint to the Society President or a Director. The President and/or the Director will investigate the complaint.
4. All complaints and investigations will be handled as confidentially as practical and appropriate under the circumstances. FSPR shall make every effort to safeguard the confidentiality of all records relating to complaints, including contents of meetings, interviews, results of investigations and other relevant material.
5. Where an employee of FSPR is performing job responsibilities and feels harassed/discriminated by a client or a member of the public, s/he is to discuss this issue immediately with his/her supervisor to determine the most appropriate course of action.
6. Any employee who has violated FSPR's policy against harassment and discrimination will be disciplined according to the severity of the actions, up to and including dismissal.
7. Any false and fabricated charges against innocent employees, which undermine working relationships and personal dignity, will not be condoned. Any employee found to be engaged in such behavior will be subject to disciplinary action.
8. Then the facts upon which the complaint is based occurred more than six months before the complaint is made, the investigator in conjunction with FSPR will decide whether to deal with this complaint.

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