

## Harassment

### Preamble

URSU is committed to upholding the University of Regina's Respectful University Procedure. This Procedure is in accordance with the Respectful University Procedure. Please refer to the link below for the aforementioned Procedure:

<http://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>

Every employee is entitled to work in an environment free of sexual or personal harassment. The URSU will make every reasonable effort to ensure that this is the case and appropriate disciplinary action will be taken by the URSU against any employee (staff, management, elected official or volunteer) whose conduct constitutes a breach of this Procedure. Each employee also has the responsibility to foster and support a harassment-free environment. Under no circumstances will the URSU tolerate instances of retaliation against any employee bringing forward a complaint or participating in the investigation process.

### Definition - Sexual Harassment:

Sexual harassment is defined as conduct of a sexual nature that either is likely to cause offence or humiliation to an employee, or that might reasonably be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for advancement, or which otherwise results in adverse job-related consequences for the employee. Examples of sexual harassment include, but are not limited to:

- A direct or implied threat of reprisal for refusing to comply with a sexually oriented request
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, attire, sex or sexual orientation
- Displaying pornographic or sexually explicit pictures or materials
- Unwelcome physical contact
- Unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature
- Refusing to work with or have contact with employee/students because of their sex, gender or sexual orientation

### Definition - Personal Harassment:

Personal harassment is defined as any objectionable conduct, comment or display which would reasonably constitute a clear pattern of mistreatment that is severe enough to create a hostile and intimidating environment or be perceived as discriminatory in nature. It is sometimes referred to as "bullying". This could include discrimination based on race, creed, religion, colour, gender, marital status, disability, ancestry, nationality, place of

origin, family status, physical size or weight, age, or sexual orientation. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats
- Insulting, derogatory or degrading comments, jokes or gestures
- Personal ridicule or malicious gossip
- Unjustifiable interference with another's work or work sabotage
- Refusing to work or co-operate with others
- Interference with or vandalizing personal property

### **What is Not Harassment**

This Procedure does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation. Disciplinary action is not considered to be harassment even if it sometimes involves unpleasant consequences. All managerial actions must be carried out in a manner that is reasonable and not abusive.

### **Procedure:**

Employees who feel they are being victimized have the responsibility to tell the harasser how they feel and that they do not want the behaviour to continue. A record of relevant incidents should be kept. Should employees feel unable to communicate directly with the offending individual, the incident(s) should be reported to their manager or the General Manager. It is the department manager's responsibility to inform the General Manager immediately of all complaints. In cases involving the General Manager, the Executive Committee is to be notified.

The URSU will inquire into complaints in a timely manner and to ensure fairness, the investigation will be conducted in a completely unbiased manner. Upon conclusion, the URSU will notify the complainant and any other party directly concerned with its conclusions.

Each case where harassment is confirmed will be handled on its own merits and the URSU will undertake appropriate disciplinary action.

Complaints of sexual or personal harassment against an individual can have an impact on that person's reputation and ability to maintain employment. As a result, if a malicious complaint is made against anyone under this Procedure, and the investigation discloses that the complaint is malicious and without merit, disciplinary action will be taken against the person making such a complaint.

Nothing in this Procedure compels anyone to make a complaint nor does it replace any other legal rights an employee may have, including those protected under Human Rights legislation.