

RU ANTI-HARASSMENT POLICY

1. PREAMBLE

At Refined/Undignified we value the diversity that we have as God's image bearers. We commit to love and respect our team members and staff as well as all others who enter our community. As such, we will not condone any bias, prejudice, harassment, or disrespectful behaviours. Nor will promotion of such behaviours be tolerated. All members and staff are entitled to a harassment-free work place.

All harassment complaints shall be taken seriously. When acts of harassment are reported or observed, remedial measures and appropriate corrective actions shall be applied. All complainants should be confident that retaliation against them for any complaint will not be tolerated. This policy applies to anyone who provides or uses the services of Refined/Undignified as well as anything that happens in the RU Studio or offices. Each staff and team member has an affirmative duty to maintain a ministry free of harassment and intimidation.

2. OVERARCHING GOALS

Safety: freedom from harm (physical, emotional, spiritual, psychological) as the result of intentional malice or undue carelessness.

Wholesomeness: freedom to grow and change in an environment of care acknowledging that care, growth and change often include pain.

Inclusion: freedom to be heard and to participate in the community of Refined/Undignified.

Truthfulness: freedom to be forthright, to be accurate, to participate in wholesome talk and to be surrounded by forthrightness, accuracy and wholesome talk.

3. ROLES AND RESPONSIBILITIES OF LEADERSHIP

All our leaders, through their actions, shall model respectful behaviour by:

- providing harassment prevention training opportunities for members and students;
- encouraging reports of harassment and/or discrimination incidents;
- conducting prompt investigations and taking effective remedial measures to stop harassing behaviour whenever reported or observed; notifying the appropriate team leader and the Director

- ensuring that retaliatory behaviour is not allowed; and
- taking appropriate measures to avoid harassment.

4. ROLES AND RESPONSIBILITIES OF MEMBERS AND STAFF

It is the desire of RU leadership that members and staff:

- recognize harassment and discrimination;
- avoid harassment and discrimination;
- learn to respond to/confront harassment and discrimination; and report harassment and discrimination.

5. HARASSING BEHAVIOUR

General workplace harassment is a form of offensive treatment or behaviour that, to a reasonable person, creates an intimidating, hostile, or abusive work/study environment.

Harassment is any inappropriate conduct, comment, display, action or gesture by a person that:

- Degrades or shows hostility toward an individual because of the individual's characteristics, associations, social or economic status, or abilities including but not limited to race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, place of origin or receipt of public assistance, or because of retaliation for opposition to prohibited discrimination;
- Adversely affect the worker's psychological or physical well-being and that the person knows or ought reasonable to know would cause a worker to be humiliated or intimidated
- Creates a hostile, or offensive work/study environment through graphics, written, spoken or non-verbal communications including comments, voice mail, email, jokes, slurs, bullying, or negative stereotyping;
- Constitutes physical violence, restraint, coercion or a threat to the health or safety of a student or associate; and/or
- Interferes with an individual's ability to complete her or his work/study.

Sexual harassment is specifically prohibited and defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature inappropriate in the work/study environment. Examples of sexual harassment include, but are not limited to:

- Demeaning and/or derogatory communication about one's gender;
- Staring, pinching, touching or blocking the movements of another person;
- Unwelcome sexual comments, innuendoes, or jokes about one's dress or body;
- Sexual horse-play or pranks
- Sexually explicit displays or distribution of pictures, materials, or objects in the work/study area;
- Offering or implying a reward or threat concerning work/class assignments, performance review, discipline, promotions, or other terms or conditions of employment in exchange for sexual favours;
- Unwelcome amorous advances, sexual propositions, or obscene gestures;
- Obscene letters, phone calls, e-mails, or unwelcome words or comments with sexual meanings;
- Unwelcome repeated social contact; and
- Non-consensual sexual contact.

6. RETALIATION PROHIBITED

Team members who complain of harassment or discrimination, who provide information related to such complaints, or who oppose harassing and/or discriminating behaviour shall be protected against retaliation. Retaliation is considered as serious as prohibited harassment, and immediate and appropriate disciplinary action, up to and including dismissal shall be instituted. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation can include negative actions such as, but not limited to, unwarranted critique or poor performance evaluations; change in duties or service opportunities as a consequence of reporting harassing behaviour; other negative education or employment decisions; gossip and breach of confidentiality; laughing at, ignoring, or failing to take seriously reports/complaints of harassment; or continuing/escalating harassing behaviour after the associate/student objects.

7. ADDRESSING HARASSMENT

Any complaint or observation of harassment can be reported to any team leader or any member of the RU Board (see **Appendix A**).

8. HARASSMENT INVESTIGATION

All allegations of harassment shall be handled through the Team Leader. Allegations will be forwarded to the Director and the Board. Any allegation of harassment will result in immediate intervention to ensure the safety of the aggrieved.

The team leader to whom the allegation is brought will help the aggrieved determine the best course of action. Should a fact-finding investigation be deemed necessary, it will begin promptly. An investigator will be appointed to gather and consider the relevant facts. All parties are expected to be ethical and honest throughout the investigation. The confidentiality of all parties who are interviewed about the harassment allegation shall be maintained, with the information being disseminated only on a need-to-know basis. The alleged harasser shall not have supervisory authority over the individual who conducts the investigation and shall not have any direct or indirect control over the investigation.

The aggrieved and the respondent will be informed about the outcome of the investigation by the advisor working with the situation. This same person will also follow up with both parties within 30 days of the resolution.

All allegations of harassment will be taken seriously with the goal of encouraging, facilitating and maintaining a safe, wholesome, inclusive and truthful environment.

By expecting accountability and truthfulness, it is hoped that the RU Leadership can foster an atmosphere that will promote redemption, healing, repentance, forgiveness and reconciliation. However, it is not within the RU Leadership's scope to bring these things about. It is the leadership's responsibility to ensure the safety of the aggrieved and a fair investigative process and appropriate outcomes. It must be acknowledged that the outcome may or may not satisfy the aggrieved and/or the respondent.

9. CORRECTIVE ACTIONS

If the findings of the investigation indicate that a violation of the Anti-Harassment policy has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offence. (An oral or written warning, training or counselling, monitoring the harasser, transfer or reassignment, demotion, suspension, or dismissal may all be appropriate.)

10. APPEAL PROCESS

If the aggrieved or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The appeal must be submitted in writing to the Director who will ensure that the appeal is processed with the Board of Directors.

Anyone has the option of filing a complaint with the Saskatchewan Human Rights Commission and associates can refer a harassment complaint to the Saskatchewan Occupational Health and Safety Division. Students and team members retain the right to exercise any other legal avenues.

11. POLICY DISTRIBUTION

A current copy of this policy will be posted at all times in the RU Office and on the RU Website.

APPENDIX A

The Board of Directors of Refined/Undignified can be approached for confidential advice and/or to make a complaint regarding harassment. If desired, the Director can be reached.

Board of Directors

- Jay Dunbar | 306.684.2712
- Joel Sims | 306.513.5828
- Kali Fast | 306.315.0924
- Jonathan Chan | 852.5409.2054
- Robin Baldwin | 902.579.8947
- Anthony Thiessen | 306.513.8861

Director of Refined/Undignified

- Adrian Webber | 306.690.8137