

## **CBC PNA ANTI-HARASSMENT POLICY**

### **Overview**

The CBC PNA adheres to the highest ethical standards as an organization and insists that all volunteers, employees, contractors, Board and Committee members adhere to the standards set out in the Code of Conduct, and the terms of all our policies.

All Association volunteers, employees, contractors, and Board/Committee members have the right to be treated with respect, fairness, and to operate in an environment that is free from harassment or threats of violence. This applies regardless of the location of Association activity.

The CBC PNA will not tolerate any type of harassment or any threat of violence directed to or by any member of the CBC PNA at any Association-related activity.

### **Definitions**

**Harassment** is any conduct - verbal, psychological, or physical - that has the intent or effect of unreasonably interfering with an individual. It is any behaviour that is known, or ought reasonably to be known, to be unwelcome and includes: bullying or making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend; displaying or circulating offensive pictures or materials in print or electronic form; repeated offensive or intimidating phone calls or e-mail; and sexual harassment. Harassment may be a repeated pattern of behaviour or a single egregious incident.

**Sexual harassment** includes any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent and includes but is not limited to: stalking; physical contact (patting or touching); display of sexual or sexist materials (e.g. pictures, jokes, emails etc); voyeurism; indecent exposure; or any form of sexual exploitation.

**Violence** includes physical contact, force, intimidation, physical threats or assaults, and other intrusive behaviours.

### **Responsibilities of the CBC PNA**

No type of harassment or violence will be tolerated in any circumstance. The CBC PNA will take prompt and appropriate action to prevent, correct, and if necessary, discipline behaviour that violates this policy. Discipline may include removal from office, or suspension or termination of membership as per the Association's bylaws.

In addition, the Association abides by the federal non-discrimination and human rights legislation. We are committed to standards in which volunteers have the right to carry out their work in a safe and harassment-free environment.

### **Raising a Complaint**

Any member who would like to report an incident or a complaint related to an Association activity should contact the National President of the CBC PNA. Members may also ask a member of the National Board to bring forward a complaint on their behalf. Any complaint regarding the National President should be reported directly to either the Vice President, Anglophone or the Vice President, Francophone.

All complaints will be taken seriously and incidents will be dealt with as promptly and impartially as possible. All information will be kept confidential to the extent consistent with a complete investigation.

### **Investigating a Complaint**

The President (or Vice President where the complaint involves the President) is responsible for initiating an investigation and providing a prompt response to any complaint or allegation raised under this policy. The President may also initiate an investigation on the basis of an informal complaint or based on information that he or she has obtained through hearsay. The President may also contract an impartial third party to investigate a complaint. The completed investigation will include a report to the National Board of Directors, and to the parties named in the complaint. The report will include findings and recommendations for action. The parties may request an opportunity to challenge the report before the Board. The Board will have final say in approving any action.

### **Responsibilities of CBC PNA Elected Leaders**

Elected Leaders must:

- Provide leadership in the prevention of harassment and violence by attempting to foster a climate of mutual respect.
- Be aware of the terms of this policy and other related policies, and ensure volunteers are also made aware.

**Approved by the National Board of Directors – October 2024**