



DISCRIMINATION AND HARASSMENT POLICY

Effective Date: February 19th, 2019

Revised: N/A

Approved by: Board of Directors, Edmonton's Stroll of Poets Society

POLICY

Edmonton's Stroll of Poets Society is committed to creating a welcoming, respectful, and harassment-free environment for its board, members, and guests. This policy is intended to prevent and deal with discrimination and harassment in a fair, effective, and efficient manner to maintain a climate of respect and inclusion.

Definitions

Discrimination: Discrimination is defined as unjust practice or behaviour, whether intentional or not, based on race, religious belief, colour, gender, sexual orientation, physical disability, mental disability, marital status, family status, source of income, age, ancestry, or place of origin and which has negative effect.

The *Alberta Human Rights Act* prohibits discrimination based on the above listed grounds. Complaints on these specific grounds may be referred directly to Alberta Human Rights at any time by the complainant.

No person acting on behalf of Edmonton's Stroll of Poets Society shall deny, or discriminate against, any person or group of people with respect to any activities of the organization.

Harassment: Harassment is defined as the abusive, unfair, or demeaning treatment of a person or group of persons which is known or ought reasonably to be known as unwelcome.

In the context of the above definition, examples of harassment include:

- a. verbal, physical or sexual abuse;
- b. bullying, ridicule, threats, intimidation, or practical jokes that result in awkwardness or embarrassment;
- c. remarks, jokes, innuendo or taunts that are considered derogatory whether intentional or not;
- d. objectionable or unwanted behaviour which constitutes a clear pattern of mistreatment that is known, or ought reasonably to be known, to be severe enough to have the effect of creating an intimidating, humiliating, hostile, offensive or unwelcome environment.

1. Responsibilities

1.1 Responsibility of Members of the Society

It is the responsibility of every member of Edmonton's Stroll of Poets Society to behave respectfully and contribute toward a healthy, discrimination-free and harassment-free environment.

1.2 Responsibility of President (or designate)

The responsibilities of the President or designate include:

- a. Handling initial complaints of discrimination or harassment.
- b. Coordinating the collection of data related to complaints and their investigations.
- c. Providing timely notice of a complaint to the board as well as recommendations based on the collection of data.
- d. Providing mediation between complainant and respondent, if appropriate, or delegating another individual to do so, with the approval of the board.
- e. Promoting awareness and understanding of the issues outlined in this policy to all members of the society.
- f. Reviewing the implementation of this policy and suggesting changes.
- g. Maintaining appropriate documentation of complaints, investigations and outcomes.
- h. Deferring to the board for direction (and assignment of a designate) if he or she is the respondent to a complaint.

1.3 Responsibility of Board Members

The responsibilities of the Board and its members include:

- a. Taking timely and appropriate action to report incidents of discrimination and harassment of any type to the President and to the Board, whether brought to their attention or personally observed.
- b. Determining, by majority vote, how to proceed with complaints, in cases where mediation is not effective or appropriate.
- c. Determining, by majority vote, which preventative measures and/or disciplinary actions, if any, should be pursued to achieve the most effective and appropriate outcome for all those impacted by the complaint.
- d. Determining time limits on preventative measures and/or disciplinary actions.
- e. Removing themselves from discussions and/or meetings related to the matter if he or she is the respondent to a complaint.

2. Resolution

2.1 Preventative Measures and/or Disciplinary Actions

Actions taken by the President, Board or Board Members should be context-appropriate and take into consideration whether the complaint is an isolated incident or ongoing behaviour. All remedies should demonstrate respect for privacy and personal circumstances, particularly those related to health and well-being.

Preventative Measures and/or Disciplinary Actions may include, but are not limited to:

- a. evaluating the context of the incident or behaviour
- b. mediating a resolution between complainant and respondent

- c. removing access to digital and/or social media
- d. refusing an invitation to, participation in, or attendance at an event of the organization
- e. suspending an individual's membership in the organization (either temporarily or permanently)
- f. reporting the incident(s) to police and/or other authorities

2.2 Time Limitations on Exclusion

In the case of Preventative Measures or Disciplinary Actions that exclude an individual from membership or any other form of participation in the activities of the society, the board must determine the length of time for which the exclusion will be applied. The respondent is to be notified of the length of exclusion. After the designated time frame, the board must determine by majority vote how and when to reinstate the member either partially or fully in the activities of the society, or if it is appropriate to extend the period of exclusion.

3. Documentation

Written records regarding complaints and investigations shall be kept in a secured area approved by the President or designate. These records are to be destroyed after three years.

4. Confidentiality

The President and Board will make every effort to ensure that any complaint made pursuant to this policy is kept in confidence except as necessary to investigate and to respond to any legal and/or administrative proceedings arising. Complainants and respondents are expected to maintain confidentiality.