

Sexual Harassment

Policy No. 348

Policy Statement:

The Catholic Archdiocese of Edmonton promotes a zero tolerance of sexual harassment in the workplace and will not tolerate such behavior. Sexual harassment is prohibited under the Human Rights Act and under other human rights legislation in Canada.

Definition:

Sexual harassment under the Human Rights Act:

- is any unwelcome behaviour, sexual in nature, that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotion or earnings; or prevents a person from getting a job, living accommodations or any kind of public service.
- is unwanted, often coercive, sexual behaviour directed by one person toward another. It is emotionally abusive and creates an unhealthy, unproductive atmosphere in the workplace.
- can be expressed in many ways, from very subtle to most obvious, through any of the following: suggestive remarks, sexual jokes or compromising invitations, verbal abuse, visual display of suggestive images, leering or whistling, patting, rubbing or other unwanted physical contact, outright demand for physical favours, and physical assault.

For purpose of this policy, sexual harassment also includes

- any retaliation and/or threatening behaviour against a person who has filed a complaint or allegation in good faith under this Policy or an individual(s) who has given evidence in support of or against a complaint.

Procedure:

- a) Anyone who believes he or she has been sexually harassed should first make it clear to the offender and/or to the person in authority that such action has occurred and is unwanted. If the behaviour persists, or corrective action is not taken, a complaint must be filed with the employee's immediate supervisor (where applicable) and also with the Chancellor of the Archdiocese of Edmonton.
- b) For the purpose of an investigation of a complaint or allegation, a record should be kept of when alleged incidents occurred, the nature of the behaviour, the names of any witnesses and any other information relevant to the investigation.

- c) If an investigation into an allegation or complaint against an employee is substantiated, appropriate disciplinary action, up to and including dismissal will be taken.

Refer to Policy:

No. 345 Non-Discrimination

No. 347 Progressive Discipline

No. 349 Termination of Employment (Culpable)