



KIMBERLEY ARTS COUNCIL – CENTRE 64

Respectful Workplace Policy Updated: September 2024

1. Introduction

This policy outlines the standards of conduct for all board members, staff, and volunteers at Kimberley Arts Council - Centre 64 (KAC-C64). The KAC is committed to a harassment-free, respectful, and inclusive workplace. Disrespectful behaviour, harassment, and bullying will not be tolerated.

2. Objectives

The KAC aims to ensure that all individuals behave professionally, with integrity, and respect.

3. Unprofessional Behaviour Defined

Unprofessional behaviour includes any inappropriate conduct or comment that would reasonably be expected to cause harm, intimidation, or humiliation. Examples include, but are not limited to:

- **Verbal aggression** (threats, yelling, intimidation, or hostile tone).
- **Unwanted sexual advances** (inappropriate touching, suggestive comments, sexual harassment)
- **Sabotage and/or spreading false rumours** (undermining work, character assassination, or intentional misinformation).
- **Vandalism of personal property** (destroying or defacing items belonging to others).
- **Negative behaviour that affects the work environment** (bullying, excluding individuals, or creating a hostile atmosphere).
- **Discriminatory remarks** (comments based on age, race, gender, religion, sexual orientation, or other protected characteristics).
- **Physical harassment** (unwanted touching, hitting, or other physical actions).
- **Cyberbullying** (harassment via social media, emails, or digital platforms).
- **Inappropriate jokes or banter** (offensive jokes related to protected characteristics).
- **Microaggressions** (subtle discriminatory comments or actions).
- **Invasion of privacy** (accessing or sharing personal information without consent).
- **Intimidation** (using influence to instill fear or compliance).
- **Retaliation** (adverse action taken against someone for reporting harassment).

4. Obligations of All Individuals

All staff, Board members, and volunteers are expected to:

- Comply with the British Columbia Human Rights Code.
- Treat others with dignity and respect, free from discrimination based on protected characteristics.
- Engage in respectful conflict resolution.

Initials: _____

5. Reporting Harassment or Disrespectful Behaviour

5.1 Immediate Reporting

All incidents should be reported as soon as possible, ideally within 48 hours, to the Centre 64 Manager, Union Representative, or through the anonymous reporting channel and include specific details such as dates, times, and descriptions of the incident.

5.2 Whistleblower Protection

Individuals who report harassment are protected from retaliation under whistleblower protection laws. Retaliation against any reporter will be met with disciplinary action.

5.3. Formal Complaint and Investigation Process

Once a complaint is submitted, these steps will be followed:

- 1. Acknowledgment:** The complaint will be acknowledged within 24 hours.
- 2. Investigation:** An investigation will begin within 3 business days, led by a neutral party such as the Manager, a Board member, or an external investigator.
- 3. Confidentiality:** Identities and details of all involved will be kept confidential.
- 4. Timeline:** The investigation will be completed within 15-30 days.

5.4 Immediate Suspension

In cases of serious misconduct or threat, immediate suspension of the accused may occur pending investigation.

5.5 Resolution and Corrective Actions

Upon conclusion of the investigation both the complainant and respondent will be informed of the findings. If harassment is found, corrective actions will be taken, including but not limited to:

1. Written reprimands.
2. Suspension or termination.
3. Elevation to the union and/or Workplace BC.
4. Lifetime suspension from Centre 64.

5.6 Follow-Up and Retaliation Protection

The Centre will monitor post-resolution to ensure no further incidents occur.

Any form of retaliation will result in serious disciplinary actions, including dismissal.

7. Annual Review and Training

The policy will be reviewed annually, and all board members, staff, and volunteers must undergo harassment prevention training each year.

AGREEMENT & ACCEPTANCE

Having read this “Respectful Workplace Policy” and understanding the intent and terms of the policy, I am willing to comply with same and acknowledge that with my signature.

Full Name

Signature

Date

Contact Information: Email: _____ Phone: _____