

KIMBERLEY ARTS COUNCIL – CENTRE 64  
**Respectful Workplace Policy & Procedures - January 2024**

**1 Introduction**

This policy and accompanying procedures outline the reporting and investigation process for Board, staff members, and volunteers of Kimberley Arts - Centre 64 (the Centre) who are not treated with fairness and respect, by any person, while carrying out their duties.

**2 Objectives**

The objective of the Respectful Workplace Policy is to ensure everyone involved with the Centre is treated and acts with personal integrity in a professional and respectful manner and that there will be zero tolerance of any and all disrespectful behaviour.

**3 Definition of Unprofessional Behaviour**

3.1 Includes any inappropriate conduct or comment towards a Board member, volunteer, or employee that the person knew or reasonably ought to have known would cause humiliation or intimidation; and excludes any reasonable action taken by an employer, manager, director or Board member relating to the management and direction of Board members and employees.

3.2 Examples of conduct or comments that might constitute unprofessional behaviour includes but is not limited to:

- using verbal aggression, intimidation, derogatory names, or insults;
- using harmful hazing or initiation practices;
- sexual suggestions or unwelcome advances or requests;
- vandalizing personal belongings;
- sabotage of work;
- spreading malicious rumours;
- inappropriate jokes, innuendo, banter;
- behaviour having a clear and demonstrably negative effect.

**4 Board Member and Employee Obligations**

4.1 Not discriminate against or engage in any harassment of any applicant for employment or employee, volunteer, or board member, for reasons based on: race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental ability, sex, sexual orientation, gender identity or expression, age, union membership or activity, or on any other basis prohibited by the British Columbia Human Rights Code.

4.2 Maintain a workplace of mutual respect, dignity, and professional conduct, and where individual differences are valued and respected and have individual accountability for effective workplace relationships involving the constructive resolution of differences.

**5 Application**

This policy statement applies to all Centre Board members, volunteers, and employees, including permanent, temporary, casual, contract, and student employees, including through both interpersonal and electronic communications, including all social media.

## **6 PROCEDURES**

- 6.1 Anyone can report incidents or complaints of bullying or harassment verbally or in writing to either the Union Representative or the Centre Manager.
- 6.2 Support measures for the victim and how they will be protected from further harassment and potential retaliation will be implemented.
- 6.3 The Centre strives to provide a wide range of options to resolve complaints informally. Informal resolution may include, but is not limited to, behavioural guidelines or agreements, apologies or other measures acceptable to both the Complainant and Respondent.
- 6.3.1 Informal resolution may involve:
1. Discussing concerns directly with those involved if it is reasonable and safe to do so. Often the easiest way to stop disrespectful behaviour is to let those involved know that certain behaviours are disrespectful, unwelcome and inconsistent with Centerpolicy.
  2. Requesting assistance from an appropriate party to assist in discussing concerns with those involved. An appropriate party could include a Supervisor, Manager, Director, City of Kimberley Human Resource Consultant or Union representative.
- 6.3.2 If informal resolution is unsuccessful, or inappropriate, formal resolution will be initiated upon receiving the complaint in writing to the Centre Manager. The identity of the complainant and the allegations contained in the complaint will be made known to the individual/s alleged to have engaged in disrespectful behaviour and they shall be provided an opportunity to respond to the allegations.

The investigation may be carried out by the Manager directly, or may be assigned to an appropriate investigative person or team depending on the specific circumstances and seriousness of the allegation. Such personnel may include city representative/s, Union representative/s, and/or board member/s. If the disrespectful behaviour constitutes harassment as defined by the BC Human Rights Code, the Centre's investigation may be headed by or taken over by WorkSafe BC.

- 6.4 Have an annual review of policies, procedures and training for staff and Board members.

## **7.0 Roles and Responsibilities**

The Centre is responsible for ensuring investigation procedures are followed. All Board members and employees are expected to cooperate with investigators and provide any details of incidents they may have experienced or witnessed. The Centre will conduct investigations and provide a full written report with conclusions. The Board Members and Staff agree to confidentiality on all complaints.

## **8.0 Follow Up**

Appropriate corrective actions, if necessary, will be taken within a reasonable time frame. Corrective actions for the person found to have engaged in harassment may include: a reprimand; a suspension; a transfer; a demotion; and/or dismissal. The alleged harasser and alleged target will be advised of the investigation findings.