FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

RESPECTFUL WORKPLACE: ADDRESSING AND PREVENTING HARASSMENT</td><td></td><td>POLICY NO: GEA-009</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY DATE/NAME:
Respectful Workplace HR03-420</td></tr>
<tr><td>DATE Reviewed:
March 16, 2022</td><td>RELATED DOCUMENTS:
Human Rights Commission, MB Government Civil Service: Respectful Workplace, Principles & Policies: MB Gov't 3.1.4</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Board Policy

APPLICATION: Family Visions Employees & Volunteers</td></tr>
</table>

POLICY:
Family Visions is committed to providing a safe and respectful work environment for all staff and volunteers. No one is expected to tolerate harassment for any reason, at any time. And, no one has the right to harass anyone else, at work or in any situation related to employment.

A respectful workplace requires the cooperation and support of each and every employee.

DEFINITIONS:
Respectful Behaviour: This behaviour values diversity, inclusion, dignity, courteous conduct, mutual respect, fairness, equality, and promotes positive communication and collaborative working relationships.

Inappropriate Behaviour: This is an overarching term used to describe disrespectful behaviour, sexual harassment, harassment, bullying and/or workplace violence.

Disrespectful Behaviour: This behaviour is disruptive to positive communication, courteous conduct and collaborative working relationships (e.g. gossip, interruptions). Behaviour may also be disrespectful if it does not value diversity, inclusion, dignity, fairness and equality. More objectionable and severe forms of disrespectful behaviour are considered harassment and/or bullying.

Bullying: See *Harassment* definition.

Harassment is any behaviour that degrades, demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (eg. touching, pushing), comments (eg. jokes, name-calling) or displays (eg. posters, cartoons).

Harassment can take place in the workplace itself, or outside or the workplace in a situation that is in some way connected to work. For example, during delivery trips, off-site meetings, business trips. Harassment will not be tolerated in any work-related place or event.

Sexual harassment includes offensive or humiliating behaviour that is related to a person's sex, as well as behaviour of a sexual nature that creates an intimidating, hostile, or "poisoned" work environment, or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities. Sexual harassment often occurs in situations where there is unequal power between the people involved.

Harassment is against the Law
The Human Rights Code ("The Code") prohibits harassment on the basis of race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability. The Criminal Code prohibits physical and sexual assault.

What harassment is not:
Consensual banter or romantic relationships, where the people involved consent to what is happening, are not harassment. Appropriate performance reviews, counselling, or discipline by a supervisor or manager are not harassment.

Strategies to implement:

- Family Visions Board and its Executive Director, Program Directors and Team Leaders, as supervisors have full responsibility for fostering a safe working environment, free of harassment.
- Employees are not required to make a formal complaint. However, supervisors are obligated to address an issue they have been made aware of if necessary to maintain a harassment-free workplace for all employees. If a supervisor observes or is advised of more serious forms of inappropriate behaviour (e.g. sexual harassment, harassment/bullying and/or workplace violence), they must **not** wait until a formal complaint is made to address it; rather, they have a responsibility to address it immediately. This pertains to concerns involving another supervisor, another supervisor's staff, a contractor, client (e.g. the public) and/or political staff.
- Where a report/complaint involves an out of scope employee including the Executive Director, the report may be made to/submitted to the Chairperson of the Board. The Chairperson is responsible to respond using as many resources as required and following the steps outlined in this policy.
- All employees have the responsibility to treat each other with respect.
- Report harassment to the appropriate person if you or someone else is being harassed
- Cooperate in the investigation of a harassment complaint evidence in an investigation must be kept confidential except as is necessary to deal effectively with the complaint.

Procedures applying to complaints of harassment

1. If you are being harassed, the first thing to do is tell the person harassing you to stop, if possible. You can do this in person or in writing.

2. If communicating directly with the person does not work or you feel unable to deal with him/her directly, you can speak to your supervisor or (identify a specific manager, or designated members of the Safety and Health Committee as per MGEU Agreement).

3. Important details to include when relating an incident (as many as possible): your name and the location and date of the alleged incident, the type of incident, details of the incident including an objective description of what was done or said, the names of person(s) responsible for the incident and any witness(es) present, any related circumstances prior to this incident, what have you done to address the behaviour in the past, what you have done in response to this incident, if this is a written report include your signature and the current date

4. There may be informal ways to address your complaint: you can have the supervisor you have advised of the complaint assist you speak to the harasser or you may ask them to arrange for mediation, a process by which a neutral third party helps the people involved reach a solution acceptable to the both of them.

5. If the informal route for resolving a harassing situation does not succeed or is not appropriate, Family Visions supports its employees in filing a formal complaint. It will be investigated thoroughly and promptly by the most appropriate Family Visions Designate.

6. Once the investigation is completed, the investigator will prepare a written report for Family Visions Inc. Board. That Board Chair or Executive Director will then inform the person who filed the complaint and the harasser of any disciplinary action, remedies, etc., which will be implemented as soon as possible.

Remedies for the victim

A person who has been found to have been harassed may receive one or more of the following remedies, depending on the severity of the harassment and what he or she has lost because of it:

- An oral or written apology from the harasser and Family Visions, Inc.
- Lost wages
- A job or promotion that was denied
- Compensation for any lost employment benefits, such as sick leave
- A commitment that he or she will not be transferred, or will have a transfer reversed, unless he or she chooses to move. I.e. between houses

No record of the complaint, investigation or decision will go in the employee's personnel file, if the complaint was made in good faith. Any unfavourable work review or comments that were

placed in the complainant's personnel file because of the harassment will be removed from the file.

Corrective Action for Harassers
Someone who has harassed another person will be subject to one or more of the following forms of discipline, depending on the severity of the harassment:

- A written reprimand
- A suspension, with or without pay
- A transfer, if it is not reasonable for the people involved to continue working together
- A demotion; or
- Dismissal.

In most cases, the harasser will also be required to attend an anti-harassment training session.

If the investigation does not find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser. When the investigation reveals harassment occurred, the incident and the discipline which is imposed on the harasser will be recorded in the harasser's file.

Confidentiality
Family Visions, Inc. will not disclose a complainant's or alleged harasser's name, or any circumstances related to a complaint, to anyone, except as necessary to investigate the complaint or take disciplinary action related to the complaint, or as required by law. Managers involved in a complaint are reminded to keep all information confidential, except in the above circumstances.

Retaliation
Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation, or been found guilty of harassment, will themselves be considered to have committed harassment and penalized accordingly. The possible penalties are the same as those assessed against harassers, set out above.

Education
Family Visions, Inc. commits to continuing education of all of its employees and management relating to this policy and anti-harassment training generally.

Monitoring
Family Visions, Inc. will monitor this policy and make adjustments where necessary. If you have any concerns with this policy, please bring them to the attention of the Executive Director.

FALSE ALLEGATIONS

If it is determined that a false complaint was deliberately made for frivolous or vindictive reasons, the employee who made the false allegation may be subject to disciplinary action up to and including termination of employment. This does not apply to complaints made in good faith that are unproven or unsubstantiated

ROLES AND RESPONSIBILITIES:

All Employees

A respectful workplace requires cooperation and support from each and every employee, Senior Management and Board of Directors of the organization. Employees who experience or witness behaviour in violation of this policy are encouraged to address it using the process outlined in this policy.

All employees are responsible for their behaviour and must:

- Demonstrate respect in the workplace at all times.
- Behave in a manner that will not reasonably offend, intimidate, embarrass or humiliate others, whether deliberate or unintentional.
- Refrain from participating in all types of inappropriate behaviour that could reasonably be perceived to be disrespectful behaviour, sexual harassment, harassment and/or bullying.
- Cooperate in the resolution process as required.

Executive Director & Program Directors

- Follow the roles and responsibilities as outlined for all employees.
- Promote and take responsibility for fostering a workplace culture of respect, including setting a positive example of respectful behaviour.
- Ensure employees are aware of the policy and expected behaviours in the workplace.
- Intervene promptly once aware of sexual harassment, harassment/bullying and/or workplace violence.
- Immediately contact the FV Board or external resources for guidance and assistance for complaints of sexual harassment, harassment/bullying and/or workplace violence as needed.
- Ensure complaints are handled fairly, confidentially, effectively and in a timely manner, and that appropriate action is taken respecting any person under the supervisor's direction.
- Ensure complaints and all actions taken to resolve the issue are documented.
- Ensure there is no reprisal/retaliation against anyone who has come forward and made a complaint in good faith.
- Ensure workplace restoration strategies are put into place for all involved following the resolution of a situation involving inappropriate behaviour.