

COMPANY COMMITMENT

At The Russell Inn Hotel & Conference Centre, we are committed to providing a safe work environment for employees and guests, free from discrimination on any grounds including sexual harassment. The Russell Inn Hotel & Conference Centre will operate a zero-tolerance policy for any form of sexual harassment in the workplace. Sexual harassment in any form is unacceptable and we recognize it as an occupational safety hazard that can cause significant physical and psychological harm.

ALL incidences of sexual harassment will be treated seriously and with respect and confidence; and will be promptly investigated. No one will be dismissed for making such a complaint, and no level of employee or management is exempt from discipline, dismissal, or being reported to police. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment; and may also face legal repercussions for their actions.

Sexual harassment in any form is prohibited in the Criminal Code of Canada. The Russell Inn Hotel & Conference Centre recognizes this basic human right and accepts the responsibility of identifying and eliminating all possible sources of sexual harassment in the workplace; and to build and encourage a workplace culture of respect.

1.0 SEXUAL HARASSMENT PREVENTION POLICY

1.1 The purpose of this policy is to ensure that:

- Employees are safe and secure in their work environment.
- Staff are provided with information, education, and resources needed to effectively cope with incidents of sexual harassment; and to ensure their safety and security when reporting these incidents to their supervisor, human resources, or the police.
- All reports of sexual harassment are investigated and handled appropriately and with sensitivity and respect to the needs and privacy of those exposed to sexual harassment.

1.2 The term “The Russell Inn Hotel & Conference Centre” in this policy applies to all buildings and properties owned and operated by The Russell Inn Hotel & Conference Centre; including franchise locations and other businesses operating on our properties.

1.3 The Russell Inn Hotel & Conference Centre acknowledges that perpetrators of sexual harassment can be male or female; and unwanted sexual attention or inuendo can also occur towards people of the same sex as the harasser. All complaints where sexual conduct is unwanted and unwelcomed by the person against whom it is conducted will be taken seriously and investigated without judgement.

1.4 The Russell Inn Hotel & Conference Centre recognized that sexual harassment can be a manifestation of power relationships and often occurs within unequal relationships in the workplace. Anyone, including employees, clients, customers, guests, casual workers, contractors, or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

1.5 All sexual harassment is prohibited whether it takes place within or outside of The Russell Inn Hotel & Conference Centre’s premises. This includes social events, business trips, off-site catering events, training sessions, and conferences sponsored by the company.

1.4 Sexual harassment is defined as unwelcomed conduct of a sexual nature which makes a person feel offended, humiliated, or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of their employment; and situations that create a hostile, intimidating, or humiliating environment for the recipient.

Sexual harassment may occur in the following forms: written, verbal, physical, gesture or display, or any combination thereof. While sexual harassment may happen only once, it often happens repeatedly.

Examples of behaviours which constitute sexual harassment include, but are not limited to:

Direct physical conduct

- Unwelcome physical contact including petting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- Physical violence, including sexual assault.

Verbal conduct

- Comments on a worker's appearance, age, private life, or sex life.
- Sharing unsolicited information about one's own sex life, genitals, sexual proclivities, or sexual experiences.
- Sexual comments, stories, images, and jokes.
- Overt and covert verbal sexual advances.
- Repeated and unwanted social invitations for dates or physical intimacy.
- Insults based on the sex of the worker.
- Condescending remarks.
- Sending sexually explicit messages by phone, email, or printed matter.
- The use of job-related threats or rewards to solicit sexual favours.

Non-verbal conduct

- Display of sexually explicit or suggestive material (pictures, photos, calendars, screen savers, desktop wallpaper, etc).
- Sexually-suggestive gestures.
- Exposure of genitals, buttocks, or breasts for any reason, including as a "joke".
- Whistling (aka. "wolf whistle").
- Leering (looking or gazing in a lascivious or unpleasant way).

2.0 RIGHTS AND RESPONSIBILITIES

2.1 Employees have the right to:

- A harassment-free workplace.
- File a complaint with the Manitoba Human Rights Commission (<https://manitobahumanrights.ca/v1/>).
- File a criminal complaint with the police.
- Seek legal advice.

Employees have the responsibility to:

- Treat other employees with respect.
- Speak up when harassment occurs to themselves or when witnessing someone else being harassed.
- Report harassment to the appropriate person as soon as possible (your department manager or supervisor; and/or to the Russell Inn’s Human Resources manager).
- Cooperate fully in the investigation of a harassment complaint.
- Keep confidential the detail of the complaint until the investigation is complete or longer, depending on the circumstances.

2.2 All levels of management at The Russell Inn Hotel & Conference Centre must ensure that no employee is harassed and should intervene even when the target of harassment or bullying has not officially filed a complaint.

All levels of management at The Russell Inn Hotel & Conference Centre have a responsibility to:

- Build, encourage, and model a culture of respect and tolerance for others.
- Treat all employees, clients, suppliers, and contractors with respect.
- Report or investigate all complaints.
- Set a good example.
- Refuse to tolerate harassment and to put a stop to it immediately.
- Deal with harassment allegations seriously, quickly, and confidentially.
- Keep all complaints of harassment and bullying confidential by not disclosing the name of a complainant, the name of the alleged harasser, or the circumstances of the complaint, except when disclosure is:
 - necessary to properly investigate the complaint,
 - a part of taking corrective action, or
 - is required by law.

3.0 Procedures Applying to Complaints of Harassment

3.1 If you are being harassed, please ask the person harassing you to stop. This may be done in verbally or in writing. The Russell Inn Hotel & Conference Centre’s department managers, supervisors, and human resources department are available for support and guidance on how properly respond to an incident of harassment or bullying; and when to file a complaint.

3.2 If unable to deal directly with the perpetrator of harassment and bullying, employees are encouraged to submit a complaint to their department manager or supervisor.

3.3 Employees harassed or bullied by a department manager or supervisor, who witness a department manager or supervisor harass/bully a fellow employee; or who believe that a complaint brought to their department manager has been ignored or poorly handled, should file a complaint with the human resources department manager.

3.4 Department managers and supervisors may also be the target of harassment and bullying by their employees or by other managers or supervisors. Department managers that are being harassed or bullied, or an employee that has witnessed a department manager being harassed or bullied, should file a complaint with the human resources department manager.

- 3.5 Depending on the nature and severity of the harassment, department managers may simply need to speak to the harasser to get the behaviour to stop. Department managers may arrange for mediation in which a neutral third party helps those involved reach an acceptable solution. If the informal route is not successful or appropriate, a formal complaint may be filed.
- 3.6 Department managers are at risk of facing disciplinary measures by The Russell Inn Hotel & Conference Centre if they ignore a harassment claim or do not intervene when they see or hear an employee being harassed. Ignoring harassment and bullying also leaves both manager and employer open to legal consequences.
- 3.7 A formal complaint will be investigated promptly and thoroughly by an independent party from within or outside of the Russell Inn organization. The investigator will have training and experience and will provide a written report to the human resources manager when the investigation is complete. The human resources manager will then inform the parties involved of any remedies or if disciplinary action will be taken.

4.0 CORRECTIVE ACTION FOR HARRASSERS & BULLIES

- 4.1 Courts presume that employers and managers are responsible for being aware of harassers in their organization and may penalize them accordingly.
- 4.2 Department managers must:
- take corrective action with anyone under their direction who is harassing another person,
 - keep documentation of all complaints and discipline measures issued, and
 - report all instances of harassment or bullying to the Russell Inn Hotel & Conference Centre's Human Resources Manager.
- 4.3 Employees who harass another person will be subject to corrective and disciplinary action by the Russell Inn Hotel & Conference Centre. In some cases, the harasser may also be required to attend workplace behaviour training.
- 4.4 If the investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser. When the investigation finds that harassment has occurred, the incident and the corrective action will be recorded in the harasser's personnel file.
- 4.5 Anyone who retaliates against a person that has...
- complained of harassment,
 - witnessed or reported harassment,
 - initiated disciplinary procedures,
 - given evidence in a harassment investigation, or
 - been found guilty of harassment,
- ...will also be considered to have committed harassment and will be subject to corrective actions as previously described in this document.

5.0 REMEDIES FOR HARASSED OR BULLIED WORKERS

5.1 Employees that have been harassed may be entitled to remedies depending on the severity and nature of the harassment and its effects on their well-being. Please contact the Human Resources manager for more information.

6.0 EDUCATION ON HARASSMENT AND BULLYING

6.1 The Russell Inn is committed to ensuring all employees and managers learn about harassment and the company's harassment policy through our policy, educational posters, memos, meetings, etc.

7.0 MONITORING

7.1 The Russell Inn will monitor this policy and adjust whenever necessary. If any employee has concerns or suggestions regarding this policy, please bring them to the attention of a member of the Russell Inn Hotel & Conference Centre's Safety & Health Committee.