

COMPANY COMMITMENT

The Russell Inn Hotel & Conference Centre and its associated businesses are committed to providing a safe and respectful work environment for all staff and customers.

This policy is a step toward ensuring that our workplace is a respectful and safe place to work. Every employee is entitled to work free of harassment.

WHAT IS HARASSMENT?

There are two main types of harassment:

1. The first type is defined as inappropriate conduct made on the basis of:

- Race, creed, religion, colour;
- sex, sexual orientation, gender-determined characteristics;
- marital status, family status, source of income;
- political belief, political association, political activity;
- disability, physical size, and weight; and
- age, nationality, ancestry, or place of origin.

2. The second type relates to what is sometimes referred to as bullying and may involve:

- Severe, repeated conduct that adversely affects a workers psychological or physical well-being if it could reasonably cause a worker to be humiliated or intimidated.
- A single occurrence if it is shown to have a lasting and harmful effect on a worker.

Harassment may be written, verbal, physical, a gesture or display, or any combination thereof. While harassment may happen only once, it often happens repeatedly.

WHAT HARASSMENT IS NOT

Harassment does not include reasonable actions by managers or supervisors to help manage, guide, or direct workers. Employee performance reviews, counselling, or discipline by your manager or supervisor is not considered harassment when executed fairly, reasonably, and responsibly.

An employee who believes they have been harassed by a manager or supervisor is encouraged to relay their experience directly to the Russell Inn Hotel & Conference Centre's Human Resources manager.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

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

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.

EMPLOYER RESPONSIBILITIES

Employers must:

- 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.

All levels of management at the Russell Inn must ensure that no employee is harassed and should intervene whether or not a complaint is made. Managers must take corrective action with anyone under their direction who is harassing another person. Managers and the Russell Inn employer will keep all complaints confidential and will not disclose 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.

The harassment prevention policy at the Russell Inn Hotel & Conference Centre does not discourage or prevent anyone from exercising their legal rights with the Manitoba Human Rights Division or with a member of the local police detachment (RCMP).

Courts presume that employers and managers are responsible for being aware of harassers in their organization and may penalize them accordingly. Department managers are at risk of facing disciplinary measures by the employer if they ignore a harassment claim or do not step in when they see or hear an employee being harassed. Ignoring harassment and bullying also leaves both manager and employer open to legal consequences.

Procedures Applying to Complaints of Harassment

If you are being harassed, please ask the person harassing you to stop. This may be done verbally or in writing. If you feel unable to deal directly with whomever is harassing you, please submit a complaint to your department manager, supervisor, or directly to the Human Resources Manager.

Depending on the nature and severity of the harassment, your department manager may simply need to speak to the individual(s) that have harassed you to get the behaviour to stop. Your department manager 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.

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.

This policy is not intended to discourage or prevent complainants from exercising any other legal rights under any other law. Employees have a right to file a complaint with the Manitoba Human Rights Commission (<https://manitobahumanrights.ca/v1/>) or with the RCMP.

Corrective Action for Harassers

Employees who harass another person will be subject to corrective action by the Russell Inn. In some cases, the harasser may also be required to attend workplace behaviour training.

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.

Retaliation

Anyone who retaliates against a person who has complained of harassment, has given evidence in a harassment investigation, or has been found guilty of harassment, will be considered to have committed harassment and will be subject to corrective actions as described previously in this document.

Education

The Russell Inn commits to making sure all our employees and managers learn about harassment and the company’s harassment policy.

Monitoring

The Russell Inn will monitor this policy and adjust whenever necessary. If you have any concerns or suggestions regarding this policy, please bring them to the attention of the Human Resources manager.

Remedies for the Harassed Worker

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