

## **HARASSMENT**

Unfortunately, harassment issues occur. When they do, there are procedures to follow to work towards effectively resolving these issues. Harassment will never be tolerated by Arkay and every documented complaint will be investigated.

### **Arkay's position on worksite harassment:**

Worksite harassment should never happen, ever!

Arkay workers are expected not to condone or behave in ways that result in any worker being harassed nor are they expected to work in an environment where they are being harassed.

There are procedures for reporting, investigating and resolution of harassment incidences.

Arkay workers can expect support from Arkay and the worksite they are working on once harassment in the work place has been reported.

### **Definitions of harassment:**

A person or persons' behaviour towards another that results in, or causes pain, anxiety, stress, or fear on the worksite.

Any worker creating an intimidating hostile or offensive work environment towards any worker on the worksite.

Any worker who is seen to be interfering with an individual's work performance.

Intentional behaviours, e.g., slurs, negative stereotyping, intimidating, hostile acts that relate to race, colour, gender, age, disabilities etc. towards any worker that otherwise adversely affects the individuals' work environment.

### **Strategies to avoid worksite harassment complaints:**

- Do not tease, judge, control or generalize.
- Remember not everyone likes "your" joke.
- Everyone has a vulnerability.
- Just because a person laughs does not mean they are laughing with you.
- Be a team player.
- Remember it's easier and less confrontational to say nothing than try and clarify misinterpreted comments.

Arkay requests that every worker considers their actions, comments, jokes, communications, attitudes, and beliefs, and consider other workers' positions. All workers on the worksite have the right and expectation for a safe and harassment free workplace.

**How Arkay will investigate harassment complaints:**

Every harassment complaint will be reviewed as quickly as possible.

For a complaint to be valid, it must be written and signed or emailed.

The investigation will involve all the parties involved and witnesses on the worksite.

All information will be collected and reviewed without exception.

Arkay will adopt the "reasonable person standard" to determine if the harassment complaint has merit and substance. This position asks:

... if a reasonable person, in similar or same circumstance that has taken place, would find the described conduct hostile, intimidating or abusive then it's probably a valid harassment complaint.

Arkay will work with the parties through education and training to provide the opportunity for the parties involved to find ways to not repeat the conduct that has been determined to be harassment.

If the incident involves police or legal action, Arkay will provide both parties with all the information found and collected.

Arkay will, as much as possible, work with all of the individuals to find ways to assure it will not repeat. The idea is to make sure all involved have been heard and will feel, hopefully through discussion and learning, that the incident has been dealt with and considered closed.

**Complaint Procedure (If you feel harassed on the worksite):**

- Step back and confirm one's feelings. Write down thoughts, feelings and details.
- Avoid the individual or group.
- Stay calm and focused.
- Email Arkay at [arkay@telus.net](mailto:arkay@telus.net)
- Contact the worksite CSO.
- If you feel you cannot continue to work that day, prepare to leave and call Arkay management.
- If you feel in danger, call 911.