

Vancouver Island

TRANSPORTATION CORRIDOR COALITION

Anti-Harassment/Anti-Discrimination Policy (“Policy”)

Vancouver Island Transportation Corridor Coalition Society (DBA “Vancouver Island Transportation Corridor Coalition” aka “VITCC”)

NOTICE TO READER:

All members of the VITCC are required to conduct all business of the Society in strict compliance of this Policy. There are no exceptions allowed. The Policy applies to all VITCC network traffic including the use of the email list server (vitcc@googlegroups.com), any of the society websites or social media pages (whether public facing or not), any business conducted in person and every other form of communication.

Compliance with this Policy is monitored by the Board of Directors of the VITCC (hereinafter the “Executive”). Penalties, as set forth in Section 9, may be enforced by the Executive. Note that any violations will result in posting privileges being potentially suspended by order of the Executive. Repeat violations may result in membership privileges being revoked without a REFUND of membership fees.

STATUS:

This policy was formally adopted during a meeting of the members of the VITCC July 2, 2020 at

4:31 PM.

The policy was updated and re-adopted at a special Directors Resolution of the VITCC August 20, 2020 at 3:17 PM.

All times are stated in Pacific Time.

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1 Introduction

The VITCC is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

In compliance with the **HUMAN RIGHTS CODE** [RSBC 1996] CHAPTER 210, and relevant federal laws and statues, every person involved in VITCC has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored by the VITCC. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment.

The VITCC is committed to a comprehensive strategy to address harassment and discrimination, including:

- providing training and education to make sure everyone knows their rights and responsibilities
- regularly monitoring organizational systems for barriers relating to *Code* grounds
- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times.

2. Policy objectives

- Make sure that members, clients and associates of VITCC are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law
- Set out the types of behaviour that may be considered offensive and are prohibited by this policy.

3. Applying the Policy

The policy will be posted at any regular meeting of the VITCC and be announced to all attendees or online in a conspicuous manner.

The right to freedom from discrimination and harassment extends to all employees, including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, co-op students, interns and apprentices.

It is also unacceptable for members of the VITCC to engage in harassment or discrimination when dealing with clients, or with others they have professional dealings with, such as suppliers or service providers.

This policy applies at every level of the organization and to every aspect of the

workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination. It also covers rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.

This policy also applies to events that occur outside of the physical workplace such as during business trips or company parties.

4. List of Prohibited Discriminatory Actions

This policy prohibits discrimination or harassment based on the following grounds, and any combination of the following (non-exclusive) grounds:

- Age
- Creed (religion)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Gender identity
- Gender expression
- Family status (such as being in a parent-child relationship)
- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
- Disability (including mental, physical, developmental or learning disabilities)
- Race
- Ancestry
- Place of origin
- Ethnic origin
- Citizenship
- Colour
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received)
- Association or relationship with a person identified by one of the above grounds

- Perception that one of the above grounds applies.

5. Key concepts

The following behaviour is prohibited:

Discrimination: means any form of unequal treatment based on a *Code* ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

Harassment: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination and harassment identified by this policy. Harassment can occur based on any of the grounds of discrimination.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a *Code*-protected group
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed.

If a person does not explicitly object to harassing behaviour, or appears to be going along with it, this does not mean that the behaviour is okay. The behaviour could still be considered harassment under the *Code*.

Sexual and gender-based harassment: sexual harassment is a form of harassment that can include:

- Gender-related comments about a person's physical characteristics or mannerisms
- Paternalism based on gender which a person feels undermines his or her self respect or position of responsibility
- Unwelcome physical contact
- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy
- Gender-related verbal abuse, threats or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature about an employee or client
- Rough and vulgar humour or language related to gender
- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- Demands for dates or sexual favours.

Sexual Solicitation: this policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers and supervisors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also not allowed.

Poisoned environment: a poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

6. Roles and Responsibilities

All persons who are members or associates of the VITCC are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully

in any investigation of a harassment or discrimination complaint.

Managers and supervisors have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Managers and supervisors are responsible for creating and maintaining a harassment- and discrimination-free organization, and should address potential problems before they become serious.

7. Periodic Review

This policy must be reviewed at intervals of no more than two calendar years from the date of adoption. The primary purpose of the review is to ensure that this policy complies with all relevant laws and statutes as well as reflect upon the will of the members of the Society.

8. Penalties

Violations of the policies contained within will be dealt with by the Executive, defined as *the majority of the board of Directors of the VITCC*. This policy document places no constraints on the penalties they may impose and the following is meant as normative guidelines for penalties. There is no minimal penalty implied herein.

For a first violation, upon determination of the Executive, anyone found in violation of this Policy faces a warning and/or remediation up to a seven (7) day loss of privileges to post on VITCC networks.

A second violation may result in a longer period of suspension of up to thirty (30) days.

Anyone deemed to have committed a third violation shall face potential removal as a member and risks being completely banned from all VITCC communication networks.

All warnings and violations will be documented and archived by the VITCC in order to review punitive actions for multiple violations and to also protect the legal stature of the VITCC.