



POLICY MANUAL

- Verbal or physical abuse;
- Derogatory posts or comments on Social Media;
- Hostile verbal or non-verbal communications, including yelling and screaming;
- Use of terminology that reinforces stereotypes based on a person's characteristics;
- Any form of discrimination, including derogatory or demeaning comments, jokes, slurs, innuendos, taunts, posters or cartoons, etc., that cause awkwardness or embarrassment, endangering a person's safety or negatively affecting a person's performance;
- Condescending, paternalistic or patronizing behaviour linked to a person's characteristics, which undermines self-esteem or diminishes or adversely affects performance or adversely affects working conditions;
- Any form of hazing; and
- Sexual harassment.²

HARASSMENT POLICY VIOLATIONS/PROCEDURES

If you are the subject of harassment involving persons covered by this policy, you should:

1. Tell the harasser that his or her behaviour is unwelcome and ask him or her to stop.
2. Keep a record of the incidents (dates, times, possible witnesses, what happened, your response). You do not have to keep a record of events in order to file a complaint; however, a record may help you remember the details over time.
3. You may file a written complaint with the CWSA or the CWSA Executive Director, or the employee or Director of the CWSA delegated responsibility by the CWSA Board of Directors (the "Board") to receive such complaints.

² In this policy, Sexual Harassment means unwelcome sexual advances, unwelcome requests for sexual favours or other unwelcome verbal or physical conduct of a sexual nature. Sexual Harassment may occur in behaviours by males toward females or by females toward males, between males, or between females. The behaviour does not need to be intentional for it to be considered Sexual Harassment. Examples of types of behaviour which may be Sexual Harassment include:

- Unwelcome attention or physical contact, including touching, pinching, patting, rubbing, or kissing;
- Unwelcome sexual flirtations, advances, or propositions, including repeated unwelcome invitations to socialize;
- Leering, staring, gestures of a sexual nature;
- Sexually suggestive or obscene comments or gestures;
- Sexist jokes, comment(s), suggestion(s) or innuendo(s) causing embarrassment or offence;
- Sexually degrading words used to describe a person;
- The display of visual material such as pictures, pornographic materials, cartoons, graffiti or sayings of a sexual nature which is offensive or which one ought to reasonably know is offensive;
- Derogatory or degrading remarks about a person's gender or sexual orientation;
- Unwelcome inquiries or comments about an individual's sex life or sexual preferences;
- Persistent unwelcome contact or attention after the end of a consensual relationship or otherwise;
- Promise or threats contingent on the performance of sexual favours;
- Decision-making affecting an individual that is contingent on the performance of sexual favours;
- Conduct that creates an intimidating, hostile or offensive environment;
- Verbal abuse or threats of a sexual nature;
- Sexual assault; and
- Stalking.

