

Violence, Harassment, and Discrimination Policy

POLICY STATEMENT

Craft Nova Scotia is dedicated to fostering a safe, healthy, and inclusive environment that is free from any behaviors or actions that may jeopardize the emotional or physical well-being of our employees, contractors, board and committee members, as well as visitors. We are unwavering in our commitment to making every reasonable effort to proactively identify and address all potential sources and threats of violence, harassment, discrimination, and misconduct to eliminate or minimize these risks. Such conduct is incompatible with our organizational values and will not be tolerated under any circumstances.

Ensuring a safe working environment is contingent upon mutual respect among all individuals involved. Every member of the Craft Nova Scotia organization is expected to adhere to this policy without exception. We strongly encourage anyone who experiences or witnesses violence, harassment, discrimination, or misconduct to come forward and report it promptly, regardless of the alleged perpetrator's position within the organization or external standing within the community.

This includes situations where employees work directly with board and committee members, contractors, program participants or other adjacent relations. Reporting can be done without fear of retaliation. Confidentiality will be maintained for those who report incidents, and any information disclosed will be handled with the utmost discretion and used solely for investigation purposes and as required by law.

Additionally, this mechanism extends to addressing member-on-member issues within Craft NS events/functions or any organizational gatherings. We are committed to providing a safe and respectful environment for all participants, and concerns raised in such contexts will be taken seriously and addressed promptly.

GENERAL DEFINITIONS

Secretary refers to the secretary of the board of directors.

Workers refers to employees, contractors, artists, board or committee members, third-party service providers

Visitors refers to members of the public or Craft Nova Scotia Members who are taking part in or attending a Craft Nova Scotia-related event, course or exhibition.

Workplace refers to any physical or virtual location where Craft Nova Scotia is conducting business or funding a social event

PURPOSE

Craft Nova Scotia will not tolerate or accept any acts of violence, harassment and/or discrimination, whatever the cause or whoever the perpetrator. We know it takes courage to come forward and share concerns. When we speak out against things that are wrong, we uphold our values.

SCOPE

This policy applies to all acts or threats of workplace violence, harassment or discrimination involving workers of and visitors to Craft Nova Scotia, whether physically or virtually.

In implementing this policy, Craft Nova Scotia will adhere to the spirit and intent of all relevant legislation governing workplace violence, harassment, and discrimination, including but not limited to: the [Occupational Health and Safety Act](#), the [Criminal Code of Canada](#), and the [Nova Scotia Human Rights Act](#). We recognize that harassment may originate from various sources, including but not limited to workers and visitors, and we are committed to addressing such behaviors swiftly and effectively.

Further to a full investigation, employees found in violation of this policy will be subject to disciplinary action up to and including termination. Contractors may be immediately terminated. Board members or Committee members may be removed from their voluntary positions if deemed appropriate.

Where a full investigation is warranted, a worker or visitor who is found to have subjected another worker or visitor to workplace violence or otherwise violates this Policy may be subject to one of the following actions according to their relationship to Craft Nova Scotia:

1. Disciplinary action, up to and including termination for just cause, in the case of an employee perpetrator.
2. Contract termination, in the case of a contractor.
3. Corrective action, up to and including removal from their seat, in the case of a member of the Board of Directors or Committee perpetrator
4. The immediate request to leave the premises (virtual or physical) of a Craft Nova Scotia Event, course or Exhibition, as well as an incident report filed with local authorities.

Depending on the outcome of the investigation, the severity and potential negative impact of the situation, Craft Nova Scotia may also take action to ban the perpetrator from further membership to Craft Nova Scotia-related events, courses or exhibitions for a set period of time.

APPLICATION

This policy applies to all members of the Craft Nova Scotia organization and will also be applied to all individuals visiting physical and virtual Craft Nova Scotia sites.

For the purposes of this policy, workplace violence, harassment, and discrimination can occur:

For employees and contractors:

- At the workplace (including remote working arrangements);
- At employment-related social functions;
- During the course of work assignments outside the workplace such as at the office of a client;
- During work-related travel;
- Over the phone, over email, on Microsoft Teams; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related event

For Board Members and Committee Members:

- During Board and Committee meetings
- At Craft Nova Scotia-related events or social functions
- At any time acting as a representative of Craft Nova Scotia

For Visitors:

- During Craft Nova Scotia events, exhibitions, workshops, participation in courses or other organized activities
- While on Craft Nova Scotia premises, including any designated event spaces or offices
- During any official interactions with Craft Nova Scotia workers
- While engaging in Craft Nova Scotia-related discussions or activities, whether in person, over the phone and via email
- Anywhere else, if the individual is present as a result of Craft Nova Scotia-related responsibilities, invitations, or events.

Employer Rights

Supervising, performance management, work assignment, and the implementation of disciplinary procedures are not forms of harassment, and this policy does not restrict Craft Nova Scotia's responsibilities in this area.

DEFINITIONS

The following definitions are taken from [the Occupational Health and Safety Act](#):

Workplace Violence:

- A. The exercise of physical force by a worker or visitor or against a worker or visitor at the workplace (virtually or physically) that causes or could cause physical injury to the worker or visitor;
- B. An attempt to exercise physical force against a worker or visitor in a workplace that could cause physical injury to the worker or visitor; or
- C. A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the worker or visitor

Examples of Workplace Violence May Include:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault);
- Any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy company property;
- Disruptive behaviour that is not appropriate for the work environment (e.g., yelling, swearing); or
- Domestic violence, where a person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner, or family member – may physically harm, or attempt to threaten or physically harm, that worker during the course of their duties. In these situations, domestic violence is considered workplace violence.

Workplace Harassment

- A. Engaging in a course of comments or conduct against a worker or visitor in a workplace that is known or ought reasonably to be known to be unwelcome.

Discrimination

- A. The unjust or prejudicial treatment of people on the grounds of areas such as race, age, or sex.

Examples of Workplace Harassment and Discrimination may include:

- Unwelcome jokes, remarks, or innuendos about a person's age, gender identity, gender expression, sex, sexual orientation, racial or ethnic origin, colour, place of birth, citizenship, ancestry, religion, family status, disability, or any other protected ground under the Human Rights Act;
- Any actions that create a hostile, intimidating, or offensive workplace, which may include those by physical, verbal, written, graphic, or electronic means;
- Displaying racist or derogatory pictures or other offensive material; or
- Refusing to work with someone or treating them differently based on any protected grounds under the [Canadian Human Rights Act](#).

Workplace Sexual Harassment

- A. Engaging in a course of vexatious comment or conduct against a worker or visitor in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- B. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker or visitor and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

Examples of Workplace Sexual Harassment may include:

- Reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person;
- Suggestive or offensive remarks, jokes, or comments of a sexual nature about a worker or visitor;
Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- Leering (suggestive persistent staring); or
- Sexual assault.

RISK ASSESSMENT

Craft Nova Scotia will conduct regular risk assessments (once every 3 years as per OHS regulations) to identify any issues related to potential violence, harassment, or discrimination that may affect the well-being of a worker or visitor. Any necessary measures will be implemented to control identified risks. The risk assessment may include a review of records and reports, including security reports, worker or participant incident reports and perception surveys, health and safety inspection reports, first aid records, or other related records. Documentation will be stored in a designated file.

Craft Nova Scotia will communicate information relating to a person with a history of violence where:

- A worker or visitor may reasonably be expected to come into contact with the person in the performance of their job duties; and
- There is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The company will only disclose personal information that is deemed reasonably necessary to protect the worker or visitor from physical harm.

PROCEDURES

If a worker or visitor is either directly affected by or witness to any violence, harassment, discrimination, or any similar misconduct in the workplace, it is imperative for the safety of all workers and visitors that the incident be reported *immediately* to the Executive Director. In cases where there may be a perceived conflict of interest or if individuals feel more comfortable reporting to another party, complaints can be directed to the Secretary (or a designated Board representative). If a conflict of interest is also presented in this scenario, the complaint can be made to the President of the Board of Directors.

Ideally, the complaint should include:

- The approximate date and time of each incident being reported;
- The name of the person or persons involved in each incident;
- The name of any person or persons who witnessed each incident; and
- A full description of what occurred in each incident.

Once a complaint has been received, Craft Nova Scotia will conduct a thorough investigation. Craft Nova Scotia will ensure that, where possible, the investigation is completed within 30 days of the complaint being filed.

DEFINITIONS

For the purposes of this section, the following definitions apply:

Complainant – The person who has made a complaint about another individual whom they believe committed an act of violence, harassment, or discrimination.

Respondent – The person whom the Complainant has accused of committing an act of violence, harassment, or discrimination.

Witness – An individual who was present at the time of the incident.

Investigating Employee or Contractor-involved Incidents

The Investigation will include:

- Discussing the incident with the Complainant and the Respondent's direct manager/supervisor
- Taking immediate action to provide interim protection for the Complainant, this may include the decision to suspend the Respondent from the workplace, depending on the severity of the alleged behavior
- Interviewing the Complainant, anyone else directly involved in the incident (other than the respondent) and any identified witnesses, to obtain all pertinent details of the situation or incident;
- Informing and explaining the complaint to the Respondent
- Interviewing the Respondent to get their detailed account of the situation or incident

- Verification and analysis of the findings
- Recommendation of disciplinary or corrective action to be provided by the Investigation Lead (Executive Director or Secretary)
- Communication of the decision will be presented to both the Respondent and the Complainant, respectively, and within 10 days of the investigation completion date.

Post Investigation:

- A thorough Investigation Report must be completed and filed with all Occupational Health and Safety auditable records.
- A copy of which will be made available (of their own statements ONLY) to the Complainant or Respondent if they should request it.

Conflict Resolution Procedure

Craft Nova Scotia is committed to fostering a positive work environment where conflicts are addressed promptly and effectively to maintain harmony and productivity. The following procedure outlines the steps for resolving conflicts within the organization:

1. Informal Resolution:

- Encourage those involved in a conflict to attempt an informal resolution by directly communicating with each other in a respectful and constructive manner.
- Encourage active listening, empathy, and open-mindedness to understand each other's perspectives and find common ground.
- If necessary, involve a qualified Leader, Human Resources representative or a qualified designated Board member to facilitate the discussion and to help identify mutually acceptable solutions.

2. Mediation:

- If the conflict persists or cannot be resolved informally, the parties involved may make a formal request in writing to the Executive Director for mediation from a neutral third party, such as a designated mediator or Human Resources professional.
- Mediation sessions provide a structured opportunity for the parties to express their concerns, explore underlying issues, and collaboratively develop solutions.
- The mediator facilitates constructive communication, promotes understanding, and assists in reaching a mutually satisfactory resolution.

3. Formal Resolution:

- In cases where informal resolution and mediation are unsuccessful, or if the conflict involves serious misconduct or policy violations, formal resolution procedures may be initiated.
- Formal resolution procedures may involve an investigation, disciplinary action, or other appropriate measures as outlined in Craft Nova Scotia's policies and procedures.

- Ensure that all parties involved are treated fairly and impartially throughout the formal resolution process, with respect for confidentiality and privacy.
4. Follow-Up and Monitoring:
- After resolving the conflict, follow up with the parties involved to ensure that the agreed-upon solutions are implemented and that any lingering issues are addressed.
 - Monitor the situation periodically to prevent the recurrence of the conflict and promote a positive work environment moving forward.
 - Encourage ongoing communication, feedback, and conflict resolution skills development to prevent and manage conflicts effectively in the future.

Confidentiality

Craft Nova Scotia will take every reasonable precaution to protect the privacy of the individuals involved in the investigation to ensure they are treated fairly and respectfully. Confidentiality will be maintained so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the incidents nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless disclosure is necessary for an investigation or disciplinary action.

Anti-Retaliation

Craft Nova Scotia does not tolerate retaliation for reporting a concern or participating in an investigation. Any worker or visitor who engages in retaliation will be subject to disciplinary or corrective action. If you feel you have been retaliated against for reporting a concern, contact the Executive Director immediately.

Disciplinary Measures

If it is determined by Craft Nova Scotia that any individual has engaged in violence, harassment, discrimination, or any other unacceptable behaviours, immediate and appropriate disciplinary or corrective action will be taken. Such action may involve counseling, a formal warning, or termination of employment, contract or Board/Committee membership (or barring a member of the public from any involvement in future Craft Nova Scotia courses, exhibitions, events for a period of X years).

Fraudulent or Malicious Complaints

This policy must never be used to bring forth fraudulent or malicious complaints against Craft Nova Scotia employees, contractors, Board or Committee members. Unfounded or frivolous allegations of violence, harassment, or discrimination may cause both the accused person and Craft Nova Scotia significant damage. If it is determined that any individual has knowingly made false statements regarding an allegation, immediate disciplinary or corrective action will be taken up to and including termination or the removal from the Board or Committee position

Seeking Immediate Assistance

Canada's *Criminal Code* addresses various violent acts, threats, and behaviours. The police should be contacted immediately when an act or threat of violence has occurred in the workplace or when representing Craft Nova Scotia as a Board or Committee member. If anyone feels threatened by a colleague, manager, visitor, contractor, board or committee member,, please call "911" immediately.

Special Circumstances

Should an individual have a legal court order (e.g., restraining order, or "no-contact" order) against another individual, the individual is strongly encouraged to notify their Manager and Board Human Resources Representative, and to provide them with a copy of such order. This will be required in instances where the individual feels strongly that the aggressor may attempt to contact them at Craft Nova Scotia, in direct violation of the order, so that Craft Nova Scotia may take all responsible actions to protect the individual. Such information shall be kept confidential and protected in accordance with all applicable legislation.

Policy Review

As required by the *Occupational Health and Safety Act*, Craft Nova Scotia will review this policy annually and will post the policy in a conspicuous place in the workplace and offer open access online.