

Harassment is inappropriate, disrespectful, and unprofessional behaviour intended to intimidate, offend, degrade, or humiliate a particular person or group. It is a serious issue and creates an unhealthy environment resulting in psychological harm to members. Harassment and/or abuse can occur in any situation where a person takes advantage of another person by interfering with performance or adversely impacting the membership relationship. Harassment may be active and/or passive, harming a member. It should also be noted that active and passive components of harassment and/or abuse may occur together.

Harassing behaviour can include:

- a) Unwelcome conduct, comments, gestures or contact which cause offense or humiliation (e.g. name calling, harassing phone calls, spreading rumours).
- b) Deliberate misgendering (i.e. referring to a person using terms or pronouns that do not align with the person's affirmed gender).
- c) Physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual (e.g. fist shaking, yelling).
- d) Exclusion or isolation of individuals.
- e) Intimidation (i.e. standing too close or making inappropriate gestures/comments).
- f) Cyber bullying (e.g. posting or sending offensive or intimidating messages through social media or e-mail).
- g) Deliberately setting up the individual to fail (e.g. making unreasonable demands, setting impossible deadlines, interfering with their roles).
- h) Intentionally withholding information or giving erroneous information.
- i) Taking away duties or responsibility without cause; and,
- j) Displaying or circulating offensive pictures, statements, or materials in print or electronic form.

Please note that the foregoing list is not exhaustive.

What isn't harassment?

Reasonable action taken by a colleague, a Board Member or the Union while offering advice and direction to members is not considered harassment.

Bullying

Includes threats, attempts or actual conduct of another member that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. It can include:

- a) Physical attack or aggression (e.g., hitting, shoving, pushing, or kicking a member; throwing an object at a member; kicking an object the member is standing on, such as a ladder).
- b) Threatening behaviour (e.g., shaking a fist in a member's face, wielding a weapon, trying to hit a member, destroying member property, or throwing objects).

- c) Verbal or written threats including sending threatening emails or text messages to express an intent to inflict harm on a member.
 - d) Domestic violence.
 - e) Sexual violence.
2. **Sexual harassment** is defined as any unwanted behaviour, conduct, comment, question, gesture which might be perceived by a member as placing a condition of a sexual nature.

Sexual harassment, expressed subtly or overtly, may include but is not limited to:

- a) unwelcome or intimidating motivations or requests with sexual overtones whether indirect or explicit.
- b) leering, whistling or other gestures of a provocative nature.
- c) unwelcome physical contact.
- d) unwelcome display of objects or pictures of a sexual nature.
- e) sexual solicitation or advance.

RESPONSIBILITIES:

HSAA EXECUTIVE TEAM:

- Ensure all HSAA members are aware of the Union's position on this subject.
- Ensure all HSAA members are advised of any change or updates to this policy statement and where the current version may be located.
- Represent the HSAA as role models in providing an environment that is free of harassment and bullying.
- Ensure appropriate procedures are in place to minimize the risk to members.
- Encourage members to report all incidents of harassment and bullying.
- Support the timely investigation of complaints.
- Identify potential areas for improvement.

MEMBER RESPONSIBILITIES:

- Familiarize yourself with policy and procedures – be aware of your rights.
- Where relevant learning programs/modules are available, arrange to participate.

DESIGNATED HARASSMENT OFFICER

- Is appointed for the duration of an out-of-office HSAA planned event where HSAA members will be in attendance
- Will investigate and try to resolve concerns brought to their attention during the event and take whatever action is required to correct or resolve the situation, up to and including the removal of the individual(s) identified by the complainant.

PROCEDURES:

A member who witnesses bullying, harassment, or violence, or believes they are subject to bullying, harassment, or violence, should advise the individual (where practical to do so) that their behaviour is unacceptable and unwelcomed, and ask that person to stop. Where the member is feeling threatened or uncomfortable in approaching their colleagues, they are encouraged to bring their concerns to a member of the HSAA Executive.

Formal written complaints will be taken seriously, and an investigation process will be initiated in a timely manner in accordance with Constitution Article – Complaint Management Process.

Members who witness bullying, harassment, or violence, or who believe they have been subject to bullying, harassment or violence, can submit a written complaint if the inappropriate behaviour persists or the behaviour is serious enough that a complaint should be made. A qualified investigator will be appointed to conduct the investigation, and the respondent will be advised of the allegations, interviews with both parties, and witnesses if appropriate, will proceed and the investigator will submit a written report of findings and recommendations.

If the investigator recommends that a disciplinary hearing should be conducted, the matter will be referred to the Disciplinary Committee and a hearing shall be set to determine if a penalty is warranted and what that may include.

All matters pertaining to this complaint will be treated as confidential information; and retaliation against any individual for reporting bullying, harassment, or participating in an investigation under this policy is strictly prohibited. Individuals who engage in retaliatory behavior will be subject to disciplinary measures.

The internal process does not preclude either individual from filing a complaint with the Alberta Human Rights Commission.

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