



Swamp Rat Experience

Respectful Space Free of Discrimination & Harassment Policy

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

Harassment and discrimination are violations of the Canadian Charter of Rights and Freedoms, the Alberta Occupational Health and Safety Act, and/or the Alberta Human Rights Act.

Swamp Rat Experience commits to provide programs, productions and services that are free from any type of harassment and discrimination, where all employees, members, contractors, participants, volunteers, suppliers/vendors, and members of the public are treated with respect and dignity. Everyone involved in Swamp Rat Experience operations and activities has the right to a safe and respectful environment and must know the relevant procedure when it is necessary to report, without fear of reprisal, cases of harassment, discrimination, violence, sexual misconduct, and abuse of power, or any other behaviours, that contribute to an unhealthy environment.

In this policy and in our work, Swamp Rat Experience prioritizes dignity, personal safety, respect of personage, and self-determination of boundaries. This code does not supersede an individual's right to pursue a police report and/or investigation or seek legal counsel.

Management will identify and assess conditions and practices that create harassment risks, and will deal with all reports, allegations, and incidents in a respectful, professional, transparent, and timely manner.

This policy prohibits discrimination, bullying, or harassment based on the following grounds, and any combination of these grounds:

- Age
- Creed (religion)
- Pregnancy and breastfeeding
- Sexual orientation
- Sex
- Gender identity
- Gender expression
- Family status

- Marital status
- Mental, physical, developmental, language or learning Ability
- Race
- Ancestry
- Place of origin
- Ethnic origin
- Citizenship
- 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
- Any other similar grounds

WHAT IS DISCRIMINATION?

Any form of unequal treatment based on the above grounds, 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.

WHAT IS HARASSMENT?

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, including any such words or actions based on a ground of discrimination identified by this policy.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos, including those related to any of the above grounds
- Posting or circulating offensive pictures, graffiti, or materials, whether in print form or via e-mail or other electronic means
- Hostile or intimidating actions or remarks

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

Sexual and gender-based harassment can include:

- Gender-related comments about a person's physical characteristics or mannerisms
- Paternalism based on gender which undermines a person's self-respect or position of responsibility

- Physical contact without expressed consent and (in instances of creative application) applicable discussion or choreography
- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy inside the work environment
- 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, audience member, or volunteer
- 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.

WHAT IS 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 artists, 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.

WHAT IS BULLYING?

Bullying is classified as behavior that psychologically or physically hurts, manipulates, or isolates a person within the workplace or professional environment. It can involve a singular or repeated incident, or a pattern of behavior that is intended to intimidate, offend, degrade, abuse, or humiliate a particular person or group of people. While bullying is a form of aggression, the actions can be both obvious and subtle. It is also qualified as the assertion of power through aggression by those in a position of influence or authority. As part of this policy, bullying is a form of harassment that is under no circumstances to be tolerated, condoned, or ignored.

Examples of bullying include:

- Spreading malicious rumours, gossip, or innuendo.
- Excluding or isolating someone socially.
- Intimidating a person.
- Undermining or deliberately impeding a person's work.
- Physically abusing or threatening abuse.
- Removing areas of responsibilities without cause.
- Constantly changing work guidelines.
- Establishing impossible deadlines that will set up the individual to fail.
- Withholding necessary information or purposefully giving the wrong information.
- Making jokes that are 'obviously offensive' by spoken word or e-mail.

- Intruding on a person's privacy by pestering, spying, or stalking.
- Assigning unreasonable duties or workload which are unfavourable to one person (in a way that creates unnecessary pressure).
- Underwork - creating a feeling of uselessness.
- Yelling or using profanity.
- Criticizing a person persistently or constantly.
- Belittling a person's opinions.
- Unwarranted (or undeserved) punishment.
- Blocking applications for training, leave or promotion.
- Tampering with a person's personal belongings or work equipment.

COMPLAINTS PROCEDURE

Violation of this policy, including making a wrongful complaint or report, will result in appropriate disciplinary action. Anyone who engages in, permits, or fails to report an incident of harassment and/or discrimination will be subject to disciplinary action, up to and including dismissal, suspension, or expulsion. In addition, criminal or civil charges may be brought against the alleged harasser. Where children are involved or present, sexual harassment also may be considered a violation of laws relating to child abuse.

Anyone who believes they are a victim of harassment or discrimination can file a complaint, verbally or in writing, with the Swamp Rat Experience team member directly responsible for the program or activity involved. When this is not possible or preferable, reports should be received by one of the Co-Founders. Complaints should be filed as soon as possible, be as detailed as possible, and must reflect facts and cannot be false or defamatory in nature. No one will be punished for reporting in good faith an incident, or for participating in an investigation. Swamp Rat Experience will accept anonymous complaints.

Any parties involved will benefit from the principles of natural justice, by learning of allegations against them and having the opportunity to respond to them.

All reports will be appropriately investigated, and appropriate action will be taken to end the harassment or discrimination, address its effects on the person(s) subjected to it, and prevent any further instances. Swamp Rat Experience may choose to involve mediators, qualified external consultants, and/or legal counsel in investigations.

CONTACT

If you have any questions about these policies and procedures, suggestions for improvement, or other concerns please email swampratexperience@gmail.com.