



Approved: March 2022

Workplace Bullying and Harassment Policy Statement

As a workplace, Karate Alberta believes and enforces the belief that workplace bullying is unacceptable and will not be tolerated.

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers at the place of employment.

Harassment that is covered under the *Alberta Human Rights Act* occurs when an individual is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Alberta Human Rights law prohibits workplace harassment based on these grounds. Harassment that is not linked to one of these protected grounds is not covered under the *Act*. The behavior need not be intentional in order to be considered harassment.

Examples of bullying and/or harassment that will not be tolerated at Karate Alberta are: verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors, verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any individual's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Karate Alberta also will not tolerate the display of pornographic, racist or offensive signs or images; offensive jokes based on race, gender or other grounds protected under the *Act* that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

3. Workers must:

- not engage in the bullying and harassment of other workers,
- report if bullying and harassment is observed or experienced,
- apply and comply with the employer's policies and procedures on bullying and harassment.

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, student workers, and volunteers. It applies to interpersonal verbal, written and electronic communications, such as, but not limited to, email, text, telephone, instant messaging and social media.

5. Annual review

This policy statement will be reviewed every year by the Karate Alberta Board of Directors. All workers will be provided with a copy of updates to this policy statement, as amended from time to time. This policy will also be posted on the Karate Alberta website.