

Harassment Policy

1. Policy Statement

LIUNA Training Institute (“the Institute”) is committed to providing a safe, respectful, and inclusive learning and working environment, free from harassment, discrimination, bullying, and violence. The Institute strictly prohibits harassment of any kind, whether by employees, instructors, trainees, contractors, or visitors.

This policy is developed in compliance with applicable Canadian human rights legislation, occupational health and safety laws, and the Canadian Labour Code (where applicable).

2. Purpose

The purpose of this policy is to:

- Define harassment and related behaviours.
- Establish rights and responsibilities of all members of the Institute community.
- Provide clear reporting and complaint procedures.
- Ensure that complaints are addressed promptly, fairly, and confidentially.

3. Scope

This policy applies to all employees, instructors, trainees, contractors, volunteers, and visitors at the Institute. It applies to all Institute-related activities, whether on Institute property, at training sites, or at off-site Institute-sponsored events.

4. Definitions

Harassment: Any unwelcome verbal, written, visual, or physical conduct that demeans, belittles, or causes humiliation or intimidation, including conduct prohibited under the **Canadian Human Rights Act** and applicable provincial human rights codes. This includes harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, disability, genetic characteristics, conviction for an offence for which a pardon has been granted, or any other protected ground.

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favours, and other conduct of a sexual nature that creates a hostile, intimidating, or offensive environment.

Workplace/Training Violence: Any attempt, threat, or actual exercise of physical force that causes or could cause injury.

Bullying: Repeated, unreasonable behaviour directed at an individual that demeans, intimidates, or humiliates.

5. Responsibilities

- **All Members of the Institute Community:** Must treat others with dignity and respect, refrain from harassment, and report concerns.

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- **Trainees/Students:** Must comply with this policy and support a respectful learning environment.
- **Employees/Instructors:** Must model respectful behaviour and take immediate steps to address or report incidents.
- **Management/Training Coordinator:** Must ensure complaints are taken seriously, investigated promptly, and resolved fairly; must provide support to those affected; must ensure there are no reprisals against complainants.

6. Reporting and Complaint Procedure

1. **Informal Resolution** (if safe to do so): The individual experiencing harassment may speak directly to the person responsible, explaining the behaviour is unwelcome and must stop.
2. **Formal Complaint:** If the behaviour continues or the individual is uncomfortable addressing it directly, a complaint should be filed with the Training Coordinator or designated Harassment Officer. Complaints must be made in writing, outlining details of the incident(s).
3. **Investigation:**
 - An impartial investigator (internal or external) will be assigned.
 - Both the complainant and the respondent will have the opportunity to provide information.
 - Investigations will be completed in a timely and confidential manner.
4. **Resolution and Outcomes:** Findings will be communicated to both parties. If harassment is substantiated, corrective action will be taken, which may include disciplinary measures up to termination or expulsion.

7. Confidentiality

All complaints and investigations will be handled confidentially, to the extent possible. Information will only be shared on a need-to-know basis.

8. Protection from Reprisal

No individual will face retaliation for filing a harassment complaint, participating in an investigation, or acting as a witness. Retaliation is itself a violation of this policy.

9. Support and Resources

The Institute will make support services available, which may include counselling resources, employee assistance programs, or referral to external support agencies.

10. Review of Policy

This policy will be reviewed annually and updated as required to remain consistent with Canadian legislation and best practices in occupational health and safety and human rights.