

## Anti-Harassment Policy

### Purpose of the Policy:

The work environment at IMII is based on respect for individuals and their needs as well as recognition that a good working relationship fosters cooperation and teamwork, all of which benefits IMII. Every employee is entitled to a workplace that is free of harassment. In accordance with this philosophy, harassment at IMII is not tolerated.

### Definitions:

Harassment means any objectionable conduct, comment or display on the part of any IMII employee or Director that is directed at an employee or representatives of Members of IMII and/or members of organizations with which IMII conducts business, and which is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or any other ground of discrimination listed as a prohibited ground of discrimination in the Saskatchewan Human Rights Code. This policy applies to all behaviour that is in some way connected to work, including during off-site meetings, training and on business trips.

### Clarification of Sexual Harassment:

Sexual harassment includes, but is not limited to, the following:

- unwelcome jokes, innuendoes, or taunting about a person's body;
- unwelcome display of sexually offensive material;
- offensive gestures, expressions or behavior associated with sexuality;
- unnecessary physical contact;
- unwelcome indirect or explicit invitations to engage in behavior of a sexual nature;
- indecent exposure or sexual assault;
- any behavior or comments of a sexually oriented nature that a reasonable person would understand as unwelcome or offensive;
- firing or demotion of an employee because the employee has refused a sexual proposition; or
- interference with the resolution of a harassment complaint.

### Clarification of Harassment:

Harassment includes, but is not limited to, the following:

- retaliation against an individual for filing a harassment complaint; or
- filing an unfounded harassment complaint intended to cause harm.

### Training and Awareness:

The Executive Director of IMII is expected to ensure that all employees are aware of the existence and provisions of the IMII Anti-Harassment Policy.

### Implementation Procedures:

In the event that harassment occurs:

- Employees are to report the situation immediately to the Executive Director.
- In the event that the Executive Director is involved in the complaint about harassment, the employee is to report to any member of the Governance Nominations and Human Resources Committee of their choosing.

- The Executive Director or GNHR Committee member, as applicable, is responsible to initiate an investigation by ensuring the Chair of the Board is apprised of the matter and is taking steps to have of the complaint investigated as quickly as is practicable, and can utilize the services of persons with expertise in harassment matters to do so.
- The Executive Director or GNHR Committee member, as applicable, is to provide a report to the GNHR Committee as quickly as is practicable. The GNHR Committee will make a recommendation to the Board after having given the party against whom the allegation has been made an opportunity to make submissions, in addition to the submissions of the complainant. The Board will consider the recommendation and make a final determination.
- The Executive Director or GNHR Committee member, as applicable, is to report back to the complainant as quickly as is practicable on the status of the complaint, and once the review process is completed, the decision and/or resolution on the issue.
- All information generated in the process is to remain strictly confidential except as may be necessary to enable parties to fulfill their responsibilities or to refer matters to police authorities.

#### Breach of Policy:

Anyone associated with IMII who is found to have harassed another individual may be subject to disciplinary action up to and including immediate termination, at the decision and direction of the Executive Director or the Board considering a recommendation from the Governance, Nominations and Human Resources Committee, as applicable.