



Manitoba Inuit Association

Inuit Association of Manitoba



1000 Notre Dame Avenue Winnipeg Manitoba R3E 0N3

Harassment Prevention Policy for the Manitoba Inuit Association

Our Commitment

At the Manitoba Inuit Association (MIA), we are committed to providing a safe, respectful, and inclusive work environment for all staff and the Inuit community we serve. No one should feel unsafe or disrespected at work. Harassment is not acceptable under any circumstances, whether it comes from coworkers, supervisors, or management. This policy outlines our approach to maintaining a harassment-free workplace.

Definitions

Complainant: A person who has made a complaint about another individual who they believe committed an act of harassment against them.

Harasser: A person confirmed of committing an act of harassment.

What is Harassment?

Harassment can take many forms, and it's important to recognize it so we can stop it. Think of it as anything that makes someone feel disrespected, unwelcome, or unsafe. It can include:

- Verbal harassment: Insults, offensive jokes, threats, or inappropriate comments.
- Physical harassment: Unwelcome touching, gestures, or physical intimidation.
- Discrimination: Treating someone unfairly based on their race, gender, disability, sexual orientation, or other personal characteristics.
- Visual harassment: Sharing inappropriate images, posters, or offensive emails.

Harassment can also include bullying, which is when someone repeatedly humiliates or intimidates another person. Sometimes, one serious incident can also be harassment if it causes long-term harm.

What is NOT Harassment?

Sometimes feedback from a supervisor or manager might feel uncomfortable. However, these actions when done respectfully and fairly, aren't harassment. Actions like providing constructive feedback, conducting performance reviews, or setting workplace expectations are considered part of keeping our workplace fair and productive.



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Employee Rights & Responsibilities

MIA staff has the right to work in an environment free from harassment and the responsibility to treat each other with dignity and respect. If you experience or witness harassment, you are encouraged to take action. All employees are expected to cooperate in any investigation and maintain confidentiality throughout the process.

Employees also have the right to report harassment by managers or senior leadership without fear of retaliation. If a manager or senior leader is found to have harassed or intimidated an employee, MIA will address the issue with the same level of seriousness as other cases. Corrective actions may include leadership training, disciplinary measures, or removal from their role, depending on the severity of the case.

If your concern is not resolved at work, you also have the right to file a complaint with the Manitoba Human Rights Commission.

Preventing Harassment

Everyone has a role to play in keeping our workplace respectful and safe. Here's how:

1. Show Respect: Treat everyone kindly and use positive, inclusive language.
2. Think Before You Act: Avoid jokes or actions that could hurt others.
3. Speak Up: If you see harassment happening, calmly address it or report it.
4. Learn and Grow: Take time to understand different cultures and perspectives to build a stronger, more respectful workplace.

Reporting Harassment

If you experience or witness harassment, please report it immediately. Your safety and well-being are our priority.

Sometimes, harassment concerns can be resolved informally. If appropriate, your supervisor may speak directly with the harasser to address the issue. Mediation may also be an option, where a neutral third party helps those involved reach a resolution. These informal approaches can help resolve misunderstandings or minor conflicts quickly and amicably.

If an informal resolution is not successful or not appropriate, you are encouraged to file a formal complaint. MIA supports its employees in this process and ensures complaints are taken seriously and handled with care.



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Steps to Report:

If you experience harassment or see it happening to someone else, here's what you can do:

1. Document the Incident: Write down what happened, including the date, time, location, and the names of any witnesses.
2. Speak Up: Let your supervisor or HR know about the situation. If you're not comfortable with this, you can speak to another trusted manager.
3. Formal Complaint: You can file a formal complaint with HR, which will trigger an impartial investigation.

Investigation Process

When the complaint is submitted, it will be reviewed and investigated by an impartial investigator, either within MIA or externally. The investigation will involve interview with the complainant, the alleged harasser, and any witnesses. Once the investigation is complete, a written report will be submitted to management, and both parties will be informed of the findings and any necessary actions.

Consequences for Harassers

If harassment is confirmed, the person responsible will face corrective action, which may include training, disciplinary measures, or other appropriate consequences. A record of the harassment and actions taken will be kept in the harasser's personnel file.

If the harasser is a manager or senior leader, additional steps will be taken to ensure accountability. This includes transparency in outcomes to relevant stakeholders and a review of leadership practices to prevent future occurrences.

No Retaliation

You have the right to report harassment without fear of retaliation. Anyone who attempts to intimidate or punish someone for reporting harassment will face disciplinary action. Also, anyone who retaliates in any way against a person who has given evidence in a harassment investigation or been found guilty of harassment will be considered to have committed harassment and will be subject to the corrective actions described previously.

Confidentiality

All reports are treated with strict confidentiality. Information will only be shared with those directly involved in resolving the issue.



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To maintain trust and integrity, employees involved in a complaint investigation—whether as investigators, witnesses, or complainants—must keep all details confidential until the investigation is complete.

Our Shared Responsibility

At MIA, we all share the responsibility of creating a respectful workplace. By treating one another with kindness and addressing issues promptly, we can ensure our workplace reflects our shared values of respect, safety, and inclusion.