

CODE OF CONDUCT

Anti-Discrimination, Anti-Harassment and Respect Policy

Martha Street Studio / Manitoba Printmakers Association Inc. (MSS/MPA) will not knowingly permit, and will take reasonable steps to terminate, any harassment or discrimination occurring in the organization, or with any activity associated with the organization including the provision of its services.

Discrimination and Harassment

Discrimination is differential treatment of an individual based upon membership in a particular group (real or perceived).

One form that discrimination might take is harassment. Harassment is unwanted abusive conduct or comment based upon or referring to one or more of the characteristics listed below. It is against the law.

Discrimination or harassment is prohibited on the basis of:

- ancestry
- race
- nationality
- ethnic background
- religion
- age
- circumstances related to pregnancy
- gender determined characteristics
- physical or mental disability or related circumstances or characteristics
- sexual orientation
- marital or family status
- source or level of income
- political beliefs
- association or involvements
- health status
- size

Harassment can include:

- derogatory comments
- jokes
- teasing
- threats
- shunning
- psychological manipulation including humiliation and intimidation
- display of offensive pictures, cartoons, etc.
- pushing, tripping, and all other forms of physical assault
- other unwanted physical contact such as touching, patting or pinching
- sexual solicitation, advances, and innuendoes

Reasonable conduct of an employer or supervisor in managing or providing direction is not considered harassment.

Respect in the Workplace

MSS/MPA staff and Board Members are entitled to respectful treatment. MSS/MPA will not tolerate any harassment, as defined above, nor disrespectful language or treatment directed at staff or Board Members. In accordance with the relevant laws of the Province of Manitoba and the Government of Canada, this policy includes specific protection of employees including:

- Freedom from harassment in the workplace (i.e. "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome") by an employer or another employee;

- Freedom from solicitation or advances made by persons in a position to confer or deny a benefit where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- Freedom from reprisal or threat of reprisal for the rejection of a solicitation or advance by a person in a position to confer or deny a benefit.

In an effort to inform every employee of their rights regarding this matter, all employees will receive written information on this issue.

Complaints Procedure

If anyone associated with MSS/MPA believes they have been harassed, discriminated against, or treated disrespectfully within the operations or activities of the organization they are encouraged to confront the offender if they feel safe to do so. If the harassment, discrimination or disrespectful treatment continues, or if the complainant chooses not to confront the offender, the Executive Director or the Martha Street Studio Board of Directors is to be informed. Management and/or the Board will investigate any complaint as quickly and as confidentially as possible. All parties involved will be consulted and know the outcome of the investigation. If evidence supports the complaint, action will be taken to stop the harassment and, if appropriate, discipline the perpetrator. If evidence does not support the complaint, no repercussion will occur for the person filing the complaint if the complaint was made in good faith. Complaints can also be made directly to the Manitoba Human Rights Commission and/or Manitoba Employment Standards.

Action

If after investigation it has been determined that harassment, discrimination, or disrespectful treatment has taken place, the Executive Director (or the Chair or delegate), provided they are not the offender or the complainant, may decide on one of the following actions or a combination thereof, taking into consideration the severity of the offence and whether or not this is a first offence. If the Executive Director and/or the Chair or delegate is involved, an outside arbiter will be engaged to adjudicate the matter.

If the offender is a paid employee of MSS/MPA, at least one of the following actions will be taken in a timely fashion:

- a) A full apology by the offender to the complainant and a warning that a repeat offence will result in immediate dismissal (termination with cause);
- b) A period of suspension without pay ranging from one week to one month;
- c) Immediate dismissal without notice for willful disobedience (termination with cause);
- d) The matter will be brought to an Ombudsperson designated by the Board;
- e) If there is an assault, the police may be notified.

If the offender is a participant in MSS/MPA programming or a MSS/MPA volunteer, at least one of the following actions will be taken in a timely fashion:

- a) The Executive Director (or the Chair or delegate) will meet with the offender to discuss their behaviour;
- b) The offender will be encouraged to apologize to the complainant;
- c) A full apology will be issued on behalf of MSS/MPA from the Board of Directors;
- d) The participant will be asked to leave;
- e) The participant will be barred from MSS/MPA and its programming;
- f) If there is an assault, the police may be notified.