



Procedure Statement:

The Flower Cart is committed to providing to all employees, volunteers, and participants an environment free from all forms of discrimination, including sexual harassment.

Definitions:

Sexual Harassment - is unwanted attention of a sexual nature made by a person who knows, or should know, that such attention is unwanted.

Procedure:

Informal Resolution of a Sexual Harassment Complaint:

- a) Any person who feels they have been sexually harassed (the complainant) is encouraged to advise the alleged harasser immediately that his\her conduct is unwelcome.
- b) The complainant is also encouraged to either:
 - i) speak to the person directly, describing the behaviour that was offensive, when it occurred, how it made you feel, and that you want the harasser to stop. If possible take a person along to the meeting as a witness and document the discussion immediately afterwards.
 - ii) write a letter to the person describing the incident which was offensive, when it occurred, how it made you feel and that you want the person to stop. Keep a copy of the letter for your records.

Formal Resolution of a Sexual Harassment Complaint:

- a) In the event that the complainant does not wish to approach the alleged harasser directly, or the alleged harasser has been approached but continues the unwanted behaviour, the complainant should report the matter to Human Resources.
- b) HR will discuss the complaint with the complainant and options for resolution of the complaint will be considered. If the complainant wishes, and in appropriate circumstances, HR may mediate between the two individuals in order to resolve the complaint at this stage.
- c) If mediation of the complaint either fails, or is inappropriate in the circumstances, HR and the complainant will complete a written report of the complaint which will be given to the alleged harasser. The alleged harasser may provide HR with a written reply to the complaint.
- d) HR will then commence gathering information to establish the facts. The information gathering will be conducted by the HR.
- e) The information gathering will be conducted as confidentially as possible. An attempt will be made to limit the number of people and the extent of disclosure, so long as that limitation does not interfere with the full, and complete, gathering of information.
 - i) Information gathering will usually include:
 - (1) review of written complaint;
 - (2) interviewing those involved (including witnesses, etc.) separately;
- f) On completing the information gathering, HR will make a written summary of their findings and decisions and at their discretion review them with the Executive Director, or designate, and/or The Flower Cart lawyer.



- g) If the allegation is unsubstantiated no record of the complaint will appear in the personnel file of the person against whom the allegations were brought.
- h) Where a complaint is lodged against HR, the Executive Director, or designate, will investigate.
- i) Where a complaint is lodged against the Executive Director the Chairperson of the board of directors, or designate, will investigate.

Related Information:

Nova Scotia Human Rights Act

Contact:

Human Resources Department

Roles and Responsibilities:

Employees

- To advise HR immediately of any alleged infractions

Human Resources

- Respond to any and all complaints brought forth by employees
- To perform an investigation
- Make a written summary of findings and decisions

Executive Director

- Respond to any and all complaints brought forth by employees
- To perform an investigation
- Make a written summary of findings and decisions

Revision History:

September 2004, May 2012