

Edmonton Soccer Association

Workplace Violence and Harassment Policy

The management of Edmonton Soccer Association is committed to provide a work environment in which all workers are treated with respect and dignity, free from the threat of violence or harassment. Harassment will not be tolerated from any person at or outside of the work sites.

Edmonton Soccer Association, as your employer, is committed to eliminating or, if that is not practical, controlling the hazards of workplace violence or harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace violence and workplace harassment.

Workplace Harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action that the person knows (or ought reasonably to know) will cause offence or humiliation to a worker, or adversely affects the workers' health and safety. This includes sexual solicitations or advances, conduct, comment, bullying or actions (both at work and off-site) because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation.

Violence, whether at a work site or work related (including off-site), is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

In support of this policy, we have put in workplace violence and workplace harassment prevention procedures. They include measures and procedures to protect workers from workplace violence and workplace harassment, a means of summoning immediate assistance, and process for workers to report incidents or raise concerns.

Edmonton Soccer Association will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with these policies and the supporting procedures. All workers are required to raise any concerns about harassment or workplace violence, and report any incidents to the appropriate person. The initial level of reporting can be made to the facility supervisor in any location, or anonymous submissions can be made through the employee portal section of the www.esaf.ca website (note – employees must have a valid login before being able to submit via this process).

Edmonton Soccer Association management, at all levels, is committed to ensuring there is proper investigation and documentation of every complaint without repercussions being taken against the person initiated the process. Management will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment or workplace violence in a fair, respectful and timely manner.

Edmonton Soccer Association Management pledges to respect the privacy of all concerned as much as possible, and within Alberta legislation. Edmonton Soccer Association will not disclose the circumstances related to an incident of harassment or workplace violence or the names of the parties involved, including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded, or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment or workplace violence. This prevention policy does not discourage a worker from exercising the workers' right under any other law, including the *Alberta Human Rights Act*.

Approved by Board of Directors

Date: August 20, 2019