



## BOARD POLICIES

## BOARD GOVERNANCE SECTION

<b>SUBJECT:</b> Anti-harassment Policy and Procedures	<b>DOCUMENT NO:</b> CIMARE-D-03
<b>ISSUED BY:</b> Chair	<b>EFFECTIVE DATE:</b> Jan 1, 2025
<b>APPROVED BY:</b> Board	<b>REVISED DATE:</b>
<b>REVIEW SCHEDULE:</b> Bi-Annual <b>RESPONSIBILITY:</b> Governance Committee	<b>DATE LAST REVIEWED:</b>
	<b>NO OF PAGES:</b> 4

**POLICY STATEMENT:** The Canadian Institute of Marine Engineering (CIMarE) is committed to fostering a harassment-free environment where all members and guests are treated with respect and dignity.

The Canadian Human Rights Act protects individuals from harassment based on race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, or pardoned conviction.

Harassment at any CIMarE meeting, function or gathering is not tolerated. Members who are found to have harassed another individual will be subject to disciplinary action, up to and including termination of membership, in accordance with the CIMarE By-laws. This includes any member who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

### APPLICATION OF POLICY:

This policy applies to all members of CIMarE, existing and joining. This policy applies to applicants as well. This policy applies to all events organized, sponsored, or hosted by CIMarE Council or any of its branches.

### Definitions:

#### Harassment is:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, or pardoned conviction.

#### Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex or gender;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's opportunities.

## **Responsibilities and Expectations**

CIMarE is responsible for providing members and guests with a harassment-free environment.

National Council is responsible for:

- ensuring that this policy is applied in a timely, consistent, and confidential manner;
- the administration of this policy;
- reviewing this policy every two (2) years, or as required;
- making necessary adjustments to ensure this policy continues to meet the needs of CIMarE;
- determining whether allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated.

**Branch Council is responsible for:**

- fostering a harassment-free environment and setting an example about appropriate professional behaviour;
- communicating the process for investigating and resolving harassment complaints made by members or guests;
- dealing with harassment situations immediately upon becoming aware of them, whether a harassment complaint has been made;
- taking appropriate action during a harassment investigation to protect the integrity of the investigation and the individuals involved; and
- ensuring harassment situations are dealt with in a sensitive and confidential manner.

**Members are responsible for:**

- treating others with respect at meetings, events, and gatherings;
- ensuring their guests are aware of this policy;
- reporting harassment to a member of the Branch Council or the National Council; and
- cooperating with any harassment investigation and respecting the confidentiality related to the investigation process.

**Members can expect:**

- to be treated with respect;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

## **Procedures for Reporting**

### **Procedures for Addressing a Harassment Complaint against a Member & Filing a Complaint**

A member or guest may file a harassment complaint by contacting any member of the Branch Executive or National Council. The complaint may be verbal or in writing. If the complaint is made verbally, the Council Member will record the details provided by the complainant.

The complainant should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year of the latest incident of perceived harassment, unless there are circumstances that prevented the complainant from doing so.

The Council Member will ensure that the member against whom the harassment complaint has been made is notified in writing that a harassment complaint has been filed. The letter shall provide details of the allegations made against the member.

Every effort shall be made to resolve harassment complaints within fourteen (14) days. If this is not possible, the responsible Council Member will advise the parties as to why. If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the Chair of the National Council.

### **Mediation**

Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation.

Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.

The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.

### **Investigation**

If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. National Council will appoint an independent investigator who has the necessary experience.

The independent investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- a description of the allegations;
- the response of the person the complaint was made against;
- a summary of information learned from the witnesses (if applicable); and
- a decision about whether, on a balance of probabilities, harassment did occur.

The report will be submitted to the Chair of the National Council. Both parties to the complaint will be given a copy.

### **Substantiated Complaint**

If a harassment complaint is substantiated, the National Council will decide what action is appropriate.

Remedies for the member or guest who was harassed may include an oral or written apology.

Corrective action for the member found to have engaged in harassment may include: a reprimand; a

suspension of membership; or a termination of membership. Both parties will be advised in writing of the decision.

### **Other Redress**

A member or guest who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission.

### **Privacy and Confidentiality**

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

CIMarE and all individuals involved in the harassment complaint process, will comply with all requirements of the Privacy Act (Canada) to protect personal information.

### **Enquiries**

Enquiries about this policy and related procedures can be made to the Administrator or the Chair of the National Council.

**REPORTING REQUIREMENTS:** None

**CROSS REFERENCES:** CIMARE-G-01-Code of Ethics