

**RESPECTFUL WORKPLACE AND LEARNING ENVIRONMENT**

Section:	Human Resources (HR)
Subject:	Employment Rights and Obligations
Legislation:	<i>Alberta Human Rights Act, RSA 2000 cA-25.5</i>
Effective:	May 31, 2018
Revision:	March 7, 2023; November 22, 2023

**APPROVED:** \_\_\_\_\_  
Chair, on Behalf of SAIT's Board of Governors

## POLICY

The policy of the Board of Governors is to create a respectful, inclusive and diverse workplace and learning environment where all members of the SAIT community are valued and treated with dignity and respect.

### DEFINITIONS

<b>Complainant</b>	A person who initiates a complaint under this policy and procedure.
<b>Discrimination</b>	Any act or omission that results in unjust or prejudicial treatment on a prohibited ground. Prohibited grounds of discrimination include race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation, and any other ground covered in Alberta's human rights legislation.
<b>Employee</b>	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage.
<b>Harassment</b>	For the purposes of this policy, harassment includes bullying. It is any inappropriate conduct, comment, display, action or

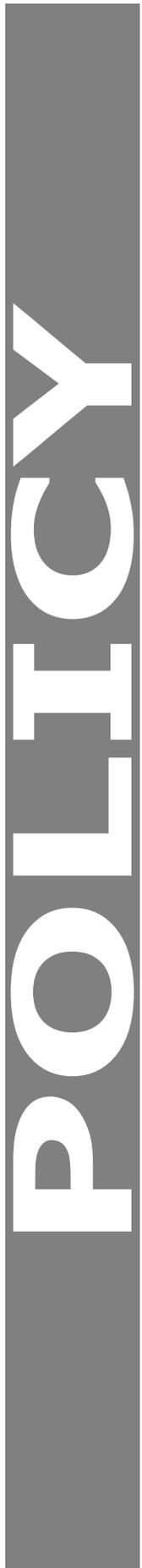
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gesture by a person (harasser) that constitutes a threat to an individual's health or safety and that either:

- a) Is based on a prohibited ground of discrimination under Alberta's human rights legislation, or
- b) Adversely affects an individual's psychological or physical well-being where the harasser knows or ought reasonably to know this would cause offence or the individual to be humiliated or intimidated and where the harasser's behavior is either repeated or is a single, serious occurrence that has a lasting and harmful effect on the individual, but excludes any reasonable conduct by SAIT or a supervisor or instructor in respect of the management, oversight, or direction of a member of the SAIT community with respect to employment, contract, association, or studies at or with SAIT.

<b>Respondent</b>	The person alleged to have committed discrimination or harassment.
<b>SAIT campus</b>	SAIT's main campus and all satellite campuses, including virtual/digital campuses.
<b>SAIT community</b>	All persons employed on SAIT's payroll (whether paid by annual salary or hourly wage), members of SAIT's Board of Governors, SAIT Student Association employees, students, contractors, consultants, agents, and volunteers.
<b>SAIT-sponsored function</b>	An event which SAIT has organized and which benefits SAIT. It is not open to the public: attendance is limited to members of the SAIT community and their invited guests. This includes but is not limited to student functions, student club meetings and employee functions.
<b>SAIT-supported initiative</b>	Events and activities that contribute to institutional positioning or other SAIT strategic priorities. These initiatives are identified by the president and CEO or the Executive Management Council, or if at the division or school/department level, by the relevant vice president or dean/director.

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<b>Student</b>	A person who is currently enrolled in a SAIT program or course.
<b>Workplace and learning environment</b>	Any physical or electronic environment where SAIT-related activities take place or where SAIT conducts business.

## GOVERNING PRINCIPLES

1. SAIT is committed to controlling the hazards of discrimination and harassment in the workplace and to providing a workplace and learning environment that is free from discrimination or harassment and will investigate alleged incidents of discrimination or harassment and take corrective action when those allegations are founded. This means that:
  - a) SAIT does not tolerate any act of discrimination or harassment by or against a member of the SAIT community while engaged in any activity related to their employment, contract, association or studies at and/or with SAIT, including SAIT-sponsored functions and SAIT-supported initiatives, both on and off the SAIT campus. SAIT considers such an act to be a serious breach of SAIT's FIRST Principles (Fairness, Integrity, Respect, Safety and Transparency).
  - b) SAIT holds members of the SAIT community responsible for creating a workplace and learning environment that is free from discrimination and harassment and, in particular, for:
    - i) Being aware of and taking responsibility for the influence they may have over the physical, social and psychological well-being of other members of the SAIT community.
    - ii) Conducting themselves in a manner that respects the personal dignity of each member of the SAIT community.
    - iii) Establishing and maintaining appropriate professional boundaries and behaviours.
    - iv) Refraining from actions that might constitute discrimination or harassment.
2. This policy does not prevent a complainant from proceeding through other available or legal means, such as are available under human rights legislation.
3. This policy does not apply to:

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- a) Behaviour constituting workplace violence, which is addressed in policy [HS.1.2 Prevention of Violence](#) and its accompanying procedure [HS.1.2.1 Prevention of Violence](#).
  - b) Sexual assault, sexual violence or gender-based violence, which are addressed in policy [HS.1.6 Preventing and Responding to Sexual Assault, Sexual Violence and Gender-Based Violence](#) and its accompanying procedures
4. The confidentiality of all persons involved in a complaint and/or investigation under this policy and accompanying procedure will be strictly observed, subject to the requirements of the law and SAIT's investigative processes.

## PROCEDURE

1. As set out in more detail in procedure [HR.4.10.1 Respectful Workplace and Learning Environment](#), SAIT addresses respect in the workplace and learning environment by:
  - a) Encouraging a complainant to informally address and resolve discrimination and harassment before the behaviour becomes repetitive, through discussion with the respondent.
  - b) Providing a formal reporting mechanism for a complainant or another member of the SAIT community who is aware of a person experiencing discrimination or harassment. Details of the reporting mechanism are set out in procedure [HR.4.10.1 Respectful Workplace and Learning Environment](#). Note that complaints of discrimination or harassment involving student respondents are managed through policy [AC.3.4 Student Code of Conduct](#) and its accompanying procedures [AC.3.4.4 Student Non-Academic Conduct](#) and [AC.3.4.5 Student Behaviours of Concern](#).
  - c) Investigating complaints of discrimination or harassment. The investigative process is set out in procedure [HR.4.10.1 Respectful Workplace and Learning Environment](#). Note that complaints of discrimination or harassment involving student respondents are managed through policy [AC.3.4 Student Code of Conduct](#) and its accompanying procedures [AC.3.4.4 Student Non-Academic Conduct](#) and [AC.3.4.5 Student Behaviours of Concern](#).
  - d) Taking appropriate actions to address substantiated reports of discrimination or harassment, as per procedure [HR.4.4.1 Corrective Action Procedure](#) (if the respondent is not a student) or procedure [AC.3.4.4 Student Non-Academic Conduct](#) (if the respondent is a student).

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- e) Providing education, training and information to members of the SAIT community about the recognition of discrimination and harassment; SAIT's measures to eliminate or control the hazards of discrimination and harassment; responses to discrimination and harassment; and the processes for reporting, investigating and documenting complaints of discrimination or harassment.
2. A member of the SAIT community who brings forward or who is involved in a complaint and/or investigation under this policy will be protected from any form of retaliation by the respondent. Any such retaliation may result in consequences as set out in procedure [HR.4.4.1 Corrective Action Procedure](#) or in procedure [AC.3.4.4 Student Non-Academic Conduct](#), as applicable.
3. A complaint made in bad faith or to purposely annoy, embarrass or harm the respondent may result in the complainant being subject to consequences as set out in procedure [HR.4.4.1 Corrective Action Procedure](#) or in procedure [AC.3.4.4 Student Non-Academic Conduct](#), as applicable.

## DELEGATION OF AUTHORITY

1. SAIT's president and CEO may approve procedures that are consistent with and supplemental to this policy, including those that interpret or provide examples of expectations as described in this policy; establish additional expectations to supplement those described in this policy; establish processes for reporting, investigating and determining allegations; specify sanctions; and/or provide avenues of appeal.

## POLICY/PROCEDURE REFERENCE

HR.4.10.1 Respectful Workplace and Learning Environment procedure