

## **Inclusivity, Bullying, and Harassment Policy (template)**

**1. Policy Statement** [Company Name] is committed to creating a workplace that is inclusive, respectful, and free from bullying and harassment. We value diversity and are dedicated to ensuring that all employees, customers, and stakeholders are treated with dignity, fairness, and respect.

**2. Purpose** This policy outlines our commitment to:

- Promote inclusivity and diversity in the workplace.
- Prevent and address bullying, harassment, and discrimination.
- Provide clear procedures for reporting and resolving complaints.
- Comply with Alberta's Occupational Health and Safety Act and the Alberta Human Rights Act.

**3. Scope** This policy applies to all employees, contractors, volunteers, clients, and visitors at [Company Name]. It covers all work-related activities, including those conducted off-site, during business trips, or at work-sponsored events.

**4. Definitions**

**a. Inclusivity:** Fostering an environment where all individuals feel valued, respected, and supported, regardless of race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by the Alberta Human Rights Act.

**b. Bullying:** Repeated and unreasonable behavior that intimidates, degrades, or humiliates an individual or group.

**c. Harassment:** Any unwelcome conduct based on a protected ground under the Alberta Human Rights Act that adversely affects an individual's work environment or employment relationship. This includes but is not limited to:

- Verbal abuse or offensive remarks.
- Unwanted physical contact.
- Displaying or circulating offensive materials.

**d. Discrimination:** Unfair treatment based on personal characteristics protected under the Alberta Human Rights Act, such as race, gender, age, religion, or disability.

## **5. Responsibilities**

**a. Employer:**

- Develop and enforce this policy.
- Provide training on inclusivity, bullying, and harassment.
- Investigate complaints promptly and fairly.
- Ensure confidentiality to the extent possible.

## **b. Employees:**

- Treat others with respect and dignity.
- Refrain from participating in or condoning bullying, harassment, or discrimination.
- Report incidents promptly.

## **c. Supervisors and Managers:**

- Model inclusive behavior.
- Address inappropriate conduct immediately.
- Support employees who report bullying or harassment.

## **6. Reporting Procedures**

- Employees are encouraged to report incidents of bullying, harassment, or discrimination to their immediate supervisor or HR.
- Reports can be made verbally or in writing.
- Anonymous reporting is available through [specific hotline/online tool].

## **7. Investigation Process**

- Complaints will be acknowledged within [timeframe, e.g., 3 business days].
- A neutral investigator will be assigned to gather information.
- The investigation will be completed within [timeframe, e.g., 30 days], and findings will be communicated to the relevant parties.

## **8. Consequences of Policy Violation**

- Employees found to have violated this policy may face disciplinary actions, including but not limited to:
  - Warnings or reprimands.
  - Mandatory training.
  - Suspension or termination.

## **9. Support and Resources**

- Employees affected by bullying or harassment will have access to counseling and support services through the [Employee Assistance Program (EAP) – if available] or external providers.

## **10. Inclusivity Initiatives**

- [Company Name] will:
  - Conduct regular diversity and inclusion training.
  - Celebrate cultural awareness events.
  - Review hiring practices to ensure equity.

## 11. Monitoring and Review

- This policy will be reviewed annually to ensure its effectiveness and compliance with legislation.
- Feedback from employees will be incorporated into policy updates.

**12. Contact Information** For questions or to report a concern, please contact: [Name/Position]  
[Phone Number] [Email Address]

Approved by: [Company Name Leadership] Date: [Insert Date]

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**Acknowledgment of Policy** I have read and understand the Inclusivity, Bullying, and Harassment Policy of [Company Name]. I agree to adhere to this policy and understand the consequences of non-compliance.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_