 IISD International Institute for Sustainable Development COMPANY POLICY	Policy Number Pol/02/202006		Approved By: Richard Florizone
	Title IISD Workplace Harassment Policy		
Division IISD, IISD Europe & ELA	Department Human Resources	Revision Revised V.1 Sept. 11, 2020	Distribution IISD, IISD Europe & ELA
Written By Human Resources	Reviewed By Senior Management Committee		

IISD Workplace Harassment Policy

Purpose

Every worker is entitled to a harassment-free workplace. This policy sets out specific responsibilities for employees, affiliates, and Board Members should they encounter or be informed of incidents of threats of workplace harassment or workplace sexual harassment.

This policy applies to all employees of where IISD is registered as a company. If a specific IISD jurisdiction is not indicated below, it should follow the local legislation.

Persons Affected


- All employees, affiliates, contractors, Board Members, senior management, and volunteers
- President and CEO
- Director, Talent and Culture
- Health and Safety Committee(s)

Policy

IISD is committed to providing and maintaining a work environment free from workplace harassment, including sexual harassment. Such actions are not tolerated, and IISD will take immediate and corrective action.

Retaliations or reprisals are prohibited against any individual who has complained in good faith under this policy or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of harassment.

To ensure no individual finds it difficult to come forward because of concerns of confidentiality, all complaints under this policy, as well as the names of the parties involved, shall be treated as confidential to the extent possible. IISD will not disclose the name of a complainant or an

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alleged harasser or the circumstances related to the complaint to any person except where disclosure is either (i) necessary to investigate the complaint or take corrective action with respect to the complaint, or (ii) required by law. IISD’s obligation to conduct an investigation into the alleged complaint may require limited disclosure.

Notwithstanding anything in this policy, a worker has the right to file a complaint with the Manitoba Human Rights Commission or the Human Rights Tribunal of Ontario or the competent labour court. This policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

Definitions

“**Employee**” refers to any part-time, full-time, casual, or temporary employee of IISD, as well as any individual who would be considered a “worker” for the purpose of the applicable occupational health and safety legislation.

“**Workplace**” means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises (offices or camps), work-related social functions (parties, external events), work assignments outside of IISD’s offices or camps, work-related travel, and work-related conferences or training sessions.


“**Conduct**” includes a written or verbal comment, a physical act or gesture or a display, or any combination therein.

In Manitoba, “**harassment**” is defined in the *Workplace Safety and Health Regulation, 217 / 2006* as:

- a) objectionable conduct that creates a risk to the health of a worker; or
- b) severe conduct that adversely affects a worker’s psychological or physical well-being.

For the purpose of the definition of “harassment,” conduct is:

- a) objectionable, if it based on race, creed, religion, colour, sex, sexual orientation, gender-determined characteristics, marital status, family status, source of income, political belief, political association, political activity, disability, physical size or weight, age, nationality, ancestry or place of origin; or

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- b) severe, if it could reasonably cause a worker to be humiliated or intimidated and is repeated, or in the case of a single occurrence, has a lasting, harmful effect on a worker.

In Ontario, “**harassment**” is defined as follows:

“**Workplace harassment**” is defined in Ontario’s Occupational Health and Safety Act, R.S.O. 1990, c. O.1 as:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
 b) workplace sexual harassment.


“**Workplace sexual harassment**” is defined as: a) Engaging in workplace harassment against an employee because of sex, sexual orientation, gender identity, or gender expression and making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome; or

- a) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

According to Ontario’s *Human Rights Code*, R.S.O. 1990, c. H. 19, “**harassment**” means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

In Switzerland, “**harassment**” or mobbing is defined as a “series of hostile statements and/or actions expressed/committed over a period of time through which one or more individuals attempt to isolate, marginalize or even exclude a fellow employee from his/her work place.” Those statements/actions may not be in breach of any regulations but, when repeated, can amount to a real attempt to harm the reputation/self-confidence of a fellow employee with the purpose of excluding that employee from the workplace.

In Switzerland, sexual harassment is broadly defined as “any harassing behaviour of a sexual nature or other behaviour related to the person’s sex that adversely affects the dignity of that

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person in the workplace. Such behaviour includes in particular threats, the promise of advantages, the use of coercion and the exertion of pressure in order to obtain favors of a sexual nature.”

The reasonable conduct of IISD or supervisor regarding the management and direction of workers or the workplace is not harassment.


Examples of harassment may include, but are not limited to: any unwelcome sexual advances (oral, written or physical); requests for sexual favours; sexual and sexist jokes; racial, homophobic, sexist, or ethnic slurs; written or verbal abuse or threats; unwelcome remarks, jokes, taunts, or suggestions about a person’s body, a person’s physical or mental disabilities, attire, or on other prohibited grounds of discrimination; unnecessary physical contact such as patting, touching, pinching, or hitting; patronizing or condescending behaviour; display of degrading, offensive, or derogatory material such as graffiti or pictures; and physical or sexual assault.

Responsibilities

All employees, and particularly employees in management/supervisory positions, are responsible for ensuring harassment (or threats thereof) are not tolerated.

Managers are responsible for providing a work environment that is free from harassment. This responsibility includes actively promoting a positive, harassment-free work environment and intervening when problems occur. Additionally, managers are responsible for dealing with the inappropriate actions of others that come to their attention and for providing employees with information and instruction on the contents of this policy.

This policy shall be reviewed by IISD and the Health and Safety Committee(s) as often as necessary but no less than every year to ensure that it adequately implements the policy and IISD’s regulatory requirements.

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Procedures

1. Self-Help

Where appropriate and safe to do so, employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel confident or comfortable doing so, employees are encouraged to communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Employees should keep a written record of the date, time, and details of the conduct and any witnesses, if any.

2. Management Support and Intervention

Employees who are not confident or comfortable approaching the person and who believe they are victims of harassment or become aware of situations where such conduct may be occurring are encouraged to report these matters to their supervisor or manager. If either the supervisor or manager is the perpetrator of such conduct, the employee should report the incident to the President and CEO or the Director, Talent and Culture.


3. Formal Complaint

If the above informal attempts at resolving the issue are inappropriate or prove to be ineffective, a formal complaint may be filed in writing with the employee's supervisor or manager, the President and CEO, or the Director, Talent and Culture, as the case may be based on the identity of the respondent to the complaint.

Following the filing of the complaint, the complainant must cooperate with those responsible for investigating the complaint.

An employee who becomes aware of any situation where harassment, or threats thereof, are or may be occurring must notify his or her manager, the President and CEO or the Director, Talent and Culture of any such situation.

Complaints shall be investigated as appropriate in the circumstances. If the investigation is done internally, the investigation will be conducted by the Director, Talent and Culture or their designate. IISD, in its sole discretion, may arrange to have the investigation conducted instead by an external third-party where deemed appropriate by IISD.

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The investigation process shall involve interviews of the complainant, the respondent, and any witnesses the investigator believes may have information relevant to the complaint. Within a reasonable amount of time following the completion of interviews, the investigator shall prepare a written report of the investigation findings, including whether there has been a breach of this policy. The complainant and the respondent to the complaint, if he or she is an employee of IISD, will be informed in writing of the results of the investigation.


Disciplinary action for violations of this policy will take into consideration the nature and impact of the violations and may include oral or written reprimand, suspension (with or without pay) or termination (with or without notice). Similarly, deliberately false accusations are of equally serious nature and will also result in disciplinary action up to and including termination without notice for just cause.

The policy is provided to and reviewed with each new employee and will be available on the Intranet for future access.

How to Report Misconduct Anonymously

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use the Ethics hotline, EthicsPoint, hosted by a third-party hotline provider, NavEx Global. You may use any of the following three methods to submit a report:


1. Select the “**Make a Report**” link on the [EthicsPoint web page](#). The web page is hosted on a third-party server and therefore is completely confidential.
2. Dial toll-free, within the United States, Canada and Switzerland:
Toll-free Hotline Number:
 Canada & US: 1-(844) 955-1643
 Switzerland: From an outside line, dial 0-800-890011 then at the prompt dial (844) 955-1643
3. Use the [NavEx mobile app](#).

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Richard Florizone
 President and CEO
 IISD

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Revision History-

Revision #	What was changed	Why was it changed	Date/Approved By
1	Toll free number was removed, and Jane MacDonald was replaced by Richard Florizone as the point of contact. The reporting process related to the Ethics hotline was added.	Richard Florizone is the new President and CEO of IISD. IISD collaborated with NavEx Global and introduced a third-party ethics hotline to report anonymously. This ethics hotline is available for internal and external stakeholders.	September 11, 2020