

 COMPANY POLICY	Policy Number Pol/02/202006		Approved By: Richard Florizone
	Title IISD Workplace Harassment & Discrimination Prevention Policy and Program		
Division IISD, IISD Europe & ELA	Department Human Resources	Revision Revised V.2 Sept 11, 2022	Distribution IISD, IISD Europe & ELA
Written By Human Resources	Reviewed By Senior Management Committee		

IISD Workplace Harassment Prevention Policy and Program

Purpose

Every worker is entitled to a harassment free workplace. This policy and program set out specific responsibilities for the employer, employees, supervisors and managers, Human Resources (HR), affiliates, and Board Members should they encounter or be informed of incidents of threats of workplace harassment, including sexual harassment.

This policy and program apply to all employees 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)
- Any visitors to IISD offices and ELA

Policy and Program

IISD is committed to providing and maintaining a safe and respectful work environment free from workplace harassment, including workplace sexual harassment. IISD does not tolerate harassment in the workplace by or against employees, visitors, volunteers, customers, clients or other third parties. In the event of an incident perpetrated by an employee, IISD will investigate in a fair and timely manner and take disciplinary action against the employee, up to and including immediate discharge for just cause.

This policy and program apply to all employees where IISD is registered as a company, either in the workplace or at any location or any event related to work, including:

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- a. While working remotely or from home;
- b. While on travel status;
- c. At a conference where IISD sponsors the attendance;
- d. At the IISD sponsored training activities or sessions;
- e. At IISD sponsored events, including social events, and
- f. When using communication technologies when there is a connection to the workplace or employment conditions.

This policy and program support human rights, labour and employment, and occupational health and safety legislation and regulations, and will be interpreted in accordance with all local laws.

Notwithstanding anything in this policy and program, an employee has the right to file a complaint with the Manitoba Human Rights Commission, the Human Rights Tribunal of Ontario any other provincial or national human rights commission or the competent labour court. this policy and program are 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 land, place, location, or thing at, upon, near, or in where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises (offices or camps), home office (remote), 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.

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

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

- a) Engaging in the 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
- b) 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.

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 their workplace.” 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 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 favours of a sexual nature.”

Harassment can include, but is not limited to any of the following acts or attempted acts:

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- Spreading rumours or gossip about an individual or group
- Cyberbullying (threatening, spreading rumours or talking negatively about an individual online)
- Threats made over the phone, by email, or through other mediums to an employee, including from a family member or an (ex)partner
- Making offensive jokes or remarks
- Playing unwanted practical jokes
- Socially excluding or isolating someone
- Stalking or inappropriately following a person
- Tampering with someone's work equipment or personal belongings
- Vandalizing or hiding personal belongings or work equipment
- Impeding a person's work in any deliberate way
- Persistently criticizing, undermining, belittling, demeaning, or ridiculing a person
- Intruding on a person's privacy
- Public ridicule
- Unwelcomed physical contact
- Sexual innuendo or insinuation
- Unwanted and inappropriate invitations or requests, including of a sexual nature
- Displaying offensive posters, cartoons, images, or other visuals
- Making aggressive, threatening, or rude gestures
- Misusing authority, including:
 - Constantly changing work guidelines
 - Restricting information
 - Setting impossible deadlines that lead to failure, and/or
 - Arbitrarily blocking applications for leave, training, or promotions
- Engaging in any of the actions, conduct and comments outlined above against a person because of that person's:
 - Race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, or
 - Any of the other prohibited grounds that the Canadian Human Rights Act or provincial and national laws list

Harassment is not any of the following:

- Consensual workplace banter and interactions (unless it includes hurtful remarks about others, especially if they pertain to any of the prohibited grounds listed above).
- Reasonable management action carried out in a fair way, such as day-to-day actions by a supervisor or manager related to:

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- Performance
- Absenteeism
- Assignments
- Discipline, and
- Even dismissal (unless it is abusive or discriminatory)

Roles and Responsibilities

Employer

- Take every precaution reasonable in the circumstances to protect workers from the hazards of workplace harassment, including workplace sexual harassment.
- Provide information and instruction to employees about the contents of the Workplace Harassment Prevention Policy and Program.
- Ensure that a workplace harassment assessment is conducted to develop procedures that address workplace harassment risks identified in the workplace assessment.
- Ensure that a copy of the Workplace Harassment Prevention Policy and Program is posted in a conspicuous location.
- Develop procedures to address the risks that are identified by the Health and Safety Committee.
- Ensure that all reported instances of workplace harassment are investigated in a fair and timely manner and that the appropriate corrective actions are taken, if any.
- Ensure that the Workplace Harassment Prevention Policy and Program are reviewed as often as necessary but at least annually.
- If the employer becomes aware, or ought to be reasonably aware of harassment in the workplace, the employer will take every precaution reasonable in the circumstances for the protection of a worker; and
- A Human Resources Generalist and/or the Director of Talent and Culture will log all harassment complaints with the corrective action taken for each complaint.
- **Always contact the police first in emergency situations if threats or harassment occurs at a workplace.**

Employees

- Take every reasonable precaution to ensure that the workplace remains free of harassment, including workplace sexual harassment.
- Comply with the IISD Workplace Harassment Prevention Policy and Program.
- Participate in training regarding this policy and program.

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- Become familiar with the Occupational Health and Safety Act of their province or country.
- Promptly report all occurrences of harassment to their supervisor or manager, the President and CEO, or the Director, Talent and Culture when they experience or witness it.
- Cooperate in any investigation process related to an occurrence.
- Refrain from retaliatory behaviour against the principal party, responding party, witnesses and any other individuals who are involved in the resolution process for an occurrence.
- Respect the confidentiality of the information shared throughout the resolution process of an occurrence.

Human Resources (HR)

- Investigate and deal with all incidents of workplace harassment in a fair and timely manner, respecting the privacy of all concerned as much as reasonably possible
- Reinforce the organization's commitment to providing a safe and healthy workplace free from harassment, including sexual harassment.
- Provide online training to all employees on harassment prevention and resort to corrective and disciplinary measures where necessary.
- Provide a copy of this policy and program to all new hires, visitors, interns, students, contractors, and clients who visit our offices and ELA field station.
- Make the policy and program available on the IISD Intranet and IISD external website for future access.

Supervisors and Managers

- Take every precaution reasonable in the circumstances to protect employees, including protecting employees from the hazards of workplace harassment (including workplace sexual harassment).
- Ensure employees are trained to:
 - Recognize the potential for harassment
 - Follow the procedures and policies developed to minimize risk
 - Respond to incidents appropriately
 - Report and document such incidents.
- Ensure that all instances of workplace harassment are investigated and reported to the Health and Safety Committee and HR. Advise employees of the existence of any actual or potential danger to the health or safety of the workers, including hazards of workplace harassment, of which the supervisor or manager is aware.

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- If the supervisor or manager becomes aware that harassment including sexual harassment may occur in the workplace, the supervisor or manager will take every precaution reasonable in the circumstances for the protection of the worker.
- Ensure proper medical care is provided for anyone involved in an incident and for securing the safety of employees before investigating the incident or taking reports.
- Cooperate with police, company investigators, or other authorities as required during any investigation related to workplace harassment.

Procedures

Identification of risks

IISD will assess the risks of workplace harassment that may arise from the nature of the workplace, the type of work, or the conditions of workplace and employment,

IISD will advise the Joint Health and Safety committee of the results of this assessment in a written report. IISD will address the findings contained in the report.

Emergency Assistance

In the event that immediate assistance (for example police, medical or fire) is required due to an instance that workplace harassment has occurred, or is likely to occur, the local emergency response protocol will be followed.

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 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.

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Management Support and Intervention

Employees who are not confident or comfortable approaching the person and who believe they are victims of harassment or have 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.

Complaint & Investigation

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 their 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.

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 and program. The complainant and the respondent to the complaint, if they are an employee of IISD, will be informed in writing of the results of the investigation.

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Violations of this policy

Disciplinary action for violations of this policy and program 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 an equally serious nature and will also result in disciplinary action up to and including termination without notice for just cause.

IISD recommends that any employee who has been harmed as a result of a harassment incident at the workplace consult their healthcare provider for treatment or referral for post-incident counselling through the confidential Employee Assistance Program, if appropriate.

Protection against reprisal

Retaliations or reprisals are prohibited against any individual who has complained in good faith under this policy and program 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.

Privacy protection

To ensure that no individual finds it difficult to come forward because of confidentiality concerns, all complaints under this policy and program, 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 alleged harasser or assailant 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.

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.

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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](#).

Summoning Immediate Assistance

Where an incident of harassment occurs or is likely to occur, help should be summoned by calling 911 in Canada. In Geneva, call the security desk at +41 22 917 8462 or the European Emergency number, 112.

Forms

Workplace Harassment Investigation Checklist

Approved by:



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
2.1	Harassment policy and program updated to be compliant with the Health and Safety legislations in different provinces. Updated roles and responsibilities Forms of harassment Workplace Harassment and Harassment Investigation Checklist	Policy reviewed from an Occupational Health & Safety lens and also through the DE&I lens.	Sept 11, 2022

Review of Policy and program

This policy and program will be reviewed by the Audit Committee every other year, at a minimum, or sooner if warranted by internal or external events. Changes to the policy and program will be recommended by the Audit Committee to the Board of Directors or Senior Management.