



Bully and Harassment Policy Statement

This defines the harassment policy of Maritime Farrier School

The most productive and satisfying work and learning environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All students have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or non-use of lawful products away from work is expressly prohibited under this policy.

This policy will be issued to all current students.

Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- The repeated making of unsolicited, inappropriate gestures or comments;
- The display of offensive sexually graphic materials not necessary for our work;
- Harassment on any basis (race, sex, age, disability, etc.) exists whenever:
- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's continued enrolment.
- Submission to or rejection of such conduct is used as the basis for an expulsion decision affecting an individual.
- The conduct interferes with an students work or creates an intimidating, hostile or offensive learning environment.

Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behaviour that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men;

Women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients or vendors.

Some examples:

Verbal:

Jokes, insults and innuendos (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a persons body or sex life, or pressures for sexual favours.

Non-Verbal:

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

Grievance Procedure

Any student who believes he or she is being harassed, or any student, who becomes aware of harassment, should promptly notify his or her supervisor. If the student believes that the supervisor is the harasser, the supervisor's supervisor should be



notified. If a student is uncomfortable discussing harassment with his or her supervisor, the student should contact Private Career Colleges of Nova Scotia. Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with students who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

Non-retaliation

This policy also expressly prohibits retaliation of any kind against any student bringing a complaint or assisting in the investigation of a complaint.

Disciplinary Action

The Maritime Farrier School views harassment and retaliation to be among the most serious breaches of work place behaviour. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.