

**Mentoring Artists for Women's Art  
Code of Conduct  
Anti-Discrimination, Anti-Harassment and Respect Policy**

Mentoring Artists for Women's Art will not knowingly permit, and will take reasonable steps to terminate any harassment or discrimination occurring in this organization, or with any activity associated with this organization including the provision of its services.

**Definition of Discrimination and Harassment**

Discrimination is differential treatment of an individual based upon membership in a particular group (real or perceived) rather than their personal merit. One form that discrimination might take is harassment.

Harassment is unwanted abusive conduct or comment based upon or referring to one or more of the characteristics listed below. It is against the law.

Discrimination or harassment is prohibited on the basis of ancestry, race, nationality, ethnic background, religion, age, sex, circumstances related to pregnancy, gender determined characteristics, sexual orientation, marital or family status, source of income, political believe, association or activity, or physical or mental disability or related circumstances or characteristics.

Harassment can include: ongoing derogatory comments, jokes, teasing or threats; psychological manipulation including humiliation and intimidation; display of offensive pictures, cartoons, etc.; pushing, tripping, and all other forms of physical assault; other unwanted physical contact such as touching, patting or pinching; sexual solicitation, advances, and innuendoes; as well as shunning.

Reasonable conduct of an employer or supervisor in managing or providing direction is not considered harassment.

**Respect in the Workplace**

MAWA staff and Board Members are entitled to respectful treatment. MAWA will not tolerate any harassment, as defined above, nor disrespectful language or treatment directed at staff or Board Members.

In accordance with the relevant laws of the Province of Manitoba and the Government of Canada, this policy includes specific protection of employees:

- Freedom from harassment in the workplace (i.e. "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome") by an employer or another employee;
- Freedom from solicitation or advances made by persons in a position to confer or deny a benefit where the person making the solicitation or advance

knows or ought reasonably to know that it is unwelcome;

- Freedom from reprisal or threat of reprisal for the rejection of a solicitation or advance by a person in a position to confer or deny a benefit.

In an effort to inform every employee of their rights regarding this matter, all employees will receive written information on this issue.

## **Occurrence**

If anyone associated with MAWA believes they have been harassed, discriminated against, or treated disrespectfully within the operations or activities of the organization they are encouraged to confront the harasser if they feel safe to do so. If the harassment, discrimination or disrespectful treatment continues, or if the complainant chooses not to confront the harasser, the Executive Directors of MAWA are to be informed. Management will investigate any complaint as quickly and as confidentially as possible. All parties involved will be consulted and know the outcome of the investigation. If evidence supports the complaint, action will be taken to stop the harassment and, if appropriate, discipline the perpetrator. If evidence does not support the complaint, no repercussion will occur for the person filing the complaint if the complaint was made in good faith.

If an employee feels she/he is a victim of harassment, the complainant should first be certain that they make it known to the harasser that such conduct is unwelcome. Reluctance on the part of the complainant to do so, however, does not preclude their issuing a complaint. If the conduct continues, the employee can complain to the Executive Directors or, if one of the Executive Directors is the alleged harasser, then to the Chair of the Board or the member of the Board delegated to receive such complaints. If the matter cannot be addressed to the satisfaction of both the complainant and/or the alleged harasser, the Executive Directors or Chair or her delegate will be requested to investigate and take the necessary steps to resolve the dispute, and make recommendations on the complaint and possible disciplinary action. An employee can also choose to complain directly to the Human Rights Commission.

## **Action**

If after investigation it has been determined that harassment has taken place, the Executive Directors (or the Chair or delegate), provided they are not the harasser or the complainant, may decide on one of the following actions or a combination thereof, taking into consideration the severity of the offence and whether or not this is a first offence. If one of the Executive Directors and/or the Chair or delegate are involved, an outside arbiter will be engaged to adjudicate the matter.

- a) A full apology by the offender to the complainant and a warning that a

- repeat offence will result in immediate dismissal (termination with cause);
- b) A period of suspension without pay ranging from one week to one month;
- c) Immediate dismissal without notice for willful disobedience (termination with cause).