

British Columbia Association of Professional Archaeologists

(the “BCAPA”)

Anti-Harassment/Non-Discrimination Policy

The BCAPA is a non-profit, self-governing professional organization incorporated under the British Columbia Society Act in November of 1995. The BCAPA represents and furthers the professional interests of individuals involved in the discipline of archaeology in British Columbia and has, among its goals, the establishment and maintenance of principles and standards of practice for conducting archaeological work.

The BCAPA is committed to fostering a safe collaborative community environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities.

Harassment and/or discrimination should not be tolerated, condoned, or ignored from any persons, this includes the BCAPA Board of Directors all categories of members of the BCAPA, as well as anyone who has a relationship with the BCAPA.

This policy has the following objectives:

- Help define what is meant by harassment and discrimination;
- Create awareness that harassment and discrimination are unacceptable practices and are incompatible with the standards of the BCAPA, as well as being a violation of the law;
- Provide clear examples of unacceptable behaviour and working conditions;
- Reiterate in clear terms the BCAPA’s view toward harassment and discrimination and its commitment to preventing it;
- Precisely state the consequences of harassment and discrimination;
- Encourage reporting of all incidents of harassment and discrimination; and
- Provide a confidential process by which incidents can be reported and to whom.

The Canada Human Rights Act and the British Columbia Human Rights Code prohibit discrimination or harassment based on the following grounds, and any combination of these grounds:

- Age;
- Religion;
- Sex (including pregnancy and breastfeeding);
- Sexual orientation;
- Gender identity;
- Gender expression;
- Family status (such as being in a parent-child relationship);

- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship);
- Disability (including mental, physical, developmental or learning disabilities);
- Race;
- Ancestry;
- Place of origin;
- Ethnic origin;
- Colour;
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received);
- Association or relationship with a person identified by one of the above grounds; and
- Perception that one of the above grounds applies.

DISCRIMINATION means any form of unequal treatment based on the grounds, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are obviously discriminatory, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor that is a violation of this policy.

HARASSMENT means engaging in a course of vexatious comment or conduct against another person that is known or ought reasonably to be known to be unwelcome or unfair. Harassment can be an act of intimidation or threat, actions or comments that create an intimidating, demeaning or offensive work environment or cause personal humiliation or embarrassment.

Examples of harassment can include but are not limited to the following:

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground;
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means;
- Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a Human Rights Code-protected group; and
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed.

SEXUAL HARASSMENT is a form of harassment based on sex, sexual orientation, gender, gender identity or gender expression and can include:

- comments about a person's physical characteristics or mannerisms;
- Unwelcome physical contact;
- Suggestive or offensive remarks or innuendoes about members of a specific gender, sexual orientation, gender identity or gender expression;
- Propositions of physical intimacy;

- Verbal abuse, threats or taunting;
- Leering or inappropriate staring;
- Bragging about sexual prowess or questions or discussions about sexual activities;
- Offensive jokes or comments of a sexual nature;
- Rough and vulgar humour or language related to gender;
- Display of sexually offensive pictures, graffiti or other materials including through electronic means; and
- Demands for dates or sexual favours.

Additionally, any and all forms of bullying will not be tolerated.

BULLYING is defined as the use of verbal or physical force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying can happen once or can be repeated and habitual.

Cyberbullying is any bullying done through the use of technology.

Some examples of bullying and harassment can include but are not limited to the following:

- Spreading malicious rumours, gossip, or innuendo;
- Intimidating or attempting to intimate a person;
- Undermining or deliberately impeding a person's work;
- Physically abusing or threatening abuse;
- Removing areas of responsibilities without cause;
- Constantly changing work guidelines;
- Establishing impossible deadlines that will set up the individual to fail;
- Making jokes that are 'obviously offensive' by spoken word or e-mail;
- Intruding on a person's privacy by pestering, spying or stalking;
- Assigning unreasonable duties or workload which are unfavourable to one person (in a way that creates unnecessary pressure);
- Underwork – creating a feeling of uselessness;
- Yelling or using profanity;
- Criticizing a person persistently or constantly;
- Belittling a person's opinions;
- Unwarranted (or undeserved) punishment;
- Tampering with a person's personal belongings or work equipment;
- Yelling at others;
- Name-calling;
- Singling out, isolating and/or excluding individuals socially or professionally through words or behaviour;
- Belittling and making someone feel unimportant;
- Being treated in a non-respectful manner;
- Purposefully giving the wrong information; and
- Purposefully withholding necessary information.

Bullying, harassing, or discriminatory behaviour does NOT include:

- Expressing differences of opinion;
- Offering constructive feedback, guidance, or advice about work-related behaviour and responsibilities; and
- Reasonable action taken in relation to the management and direction of people's performance, ensuring compliance with safety rules, taking reasonable disciplinary actions, assigning or changing responsibilities based on demonstrated ability.

Reasonable action taken will be taken by the Board of Directors (the "**Board**") to prevent further incidents of reported harassment, bullying, discrimination, or threats.

All members and those associated with the BCAPA are encouraged to report all incidents of harassment or discrimination. Incidents can be reported to the Board.

The Board will investigate all incidents and any complaints in a fair, respectful and timely manner.

The Board will maintain the anonymity of those making reports. Any information provided about an incident or about a complaint will not be disclosed except as necessary to investigate the complaint or incident, or to take corrective action or as otherwise required by law.

Anyone found to be in violation of this policy by the Board of Directors will be given up to a maximum of two warnings, either verbal or written, to cease or change their behaviour.

The Board will revoke the membership privileges or Board status of any individual deemed to be in continued violation of this policy after the second warning.

If the nature of the behaviours are such that they may be deemed to constitute an immediate threat of bodily harm to an individual or individuals, or cause destruction of property, the Board or its representatives may elect to remove an individual immediately and contact the appropriate law enforcement authorities.

All persons associated with BCAPA are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.

Everyone is responsible for creating and maintaining a harassment-and discrimination-free organization, and should address potential problems before they become serious and report them to the Board immediately.

The Board of Directors commits to monitoring and reviewing this policy on a regular basis, and to update this policy to comply with any regulatory changes as needed with feedback from the membership.