One-Pager: AMS Respectful Community and Workplace Policy (I-18)

1. Purpose & Goals
   a. Set clear expectations for a workplace/student environment where all individuals are treated with respect and dignity in an environment free from bullying, harassment, discrimination and violence.
   b. Address inappropriate behaviour at the earliest stage
   c. Zero tolerance for bullying, harassment, discrimination or violence. Those who engage in that behaviour will be subject to corrective action.

2. Applicability & Exclusions
   a. I-18 is applicable to all Active AMS Members and AMS Staff, as well as contractors and all work-related interactions with 3rd parties (including public at large).

3. Definitions & Examples
   a. Provides definitions relevant to the policy, as well as specific examples of discrimination, bullying, and harassment.
   b. Defines and provides examples of sexual harassment. References I-17 (the AMS’s Sexual Violence policy).

4. Responsibility
   a. It is everyone’s responsibility to treat others with respect and dignity and refrain from bullying, harassment, discrimination or violence.
   b. This section lists behavioural expectations for AMS Members and AMS Staff.

5. Retaliation Prohibited
   a. The AMS prohibits retaliation. This section provides examples of retaliation/retaliatory behaviour.
      i. AMS Staff that have been subject to retaliation should report the matter to their immediate supervisor or the AMS HR Manager.
      ii. AMS Members that have been subject to retaliation should report the matter to the Ombudsperson.
   b. Retaliation complaints will be investigated in accordance with the investigation process.
   c. Retaliatory behaviour does not include good faith job performance assessments, normal work related comments and direction, or discipline for just cause.

6. Procedures - Responding to Violence
   a. Firstly, ensure your own safety and the safety of others. Contact 911 in the event of an emergency.
   b. Once safe, AMS Staff and/or AMS Members should immediately report the incident to their immediate supervisor, the AMS Human Resources Manager, or the Ombudsperson.
      i. All incidents of Violence must be reported and documented.

7. Procedures - Responding to Discrimination or Bullying and Harassment
   a. The AMS encourages folks experiencing discrimination, bullying or harassment to firstly address the inappropriate behaviour informally by asking the individual of the concern to stop the offending behaviour.
      i. A person approached in this manner should immediately stop the offending conduct or comments.

2019 Version of I-18
b. If that approach is not successful or appropriate, a report can be made.
   i. If the Respondent is an AMS Staff, the report should be to the Human Resources Manager.
      1. If there’s a COI, the report can be made to the Managing Director.
   ii. If the Respondent is an AMS Member, the report should be to the Ombudsperson Office.

8. Procedures - Investigation Process
   a. AMS responds to all complaints with an investigation.
      i. AMS Staff should submit their complaint(s) and initiate an investigation by reporting to the
         Human Resources Manager.
         1. If there’s a COI, the report can be made to the Ombudsperson.
      ii. AMS Members should submit their complaint(s) and initiate an investigation by reporting to
         the Ombudsperson.
   b. AMS will assign an appropriate neutral party to conduct an investigation.
   c. Investigations will be conducted within 30 days after receiving the complaint.
   d. Investigations may range from a relatively informal process to a more formal process. This is at the
      discretion of the AMS.

9. Additional Resources
   a. All parties may consult with the AMS Ombudsperson office as a resource throughout this process.

10. Confidentiality
    a. The AMS will not disclose the name of the Complainant to any person except where disclosure is
       necessary for the investigation or where disclosure is required by law.
    b. All reports, records and decisions produced through the investigation process are treated as confidential information.

11. Corrective Action
    a. This section lists the corrective actions that may be taken where the Respondent is:
       i. AMS Staff
       ii. An AMS Member

12. Respondent as Member of AMS Council
    a. AMS Council will be responsible for adjudicating cases and determining the appropriate corrective
       action in cases where:
       i. Where the Respondent’s supervisor is AMS Council
       ii. The Respondent is a voting member of AMS Council
       iii. The Respondent holds a seat on AMS Council

13. Review of Decision
    a. Available only to AMS Members. Where corrective action results in a suspension or expulsion, that
       AMS Member may request a review of the decision.
    b. Requests must be submitted to the Ombudsperson, who will then forward the request to the
       previous adjudicating body.
    c. The Operations Committee will review the request and reach a decision, which will be delivered to all
       parties.

2019 Version of I-18