

GlobalFest believes in providing a safe and respectful environment for all of its members - staff, contractors, volunteers. Please read and sign the following document, to show your support.

Code of Conduct

a) Purpose

GlobalFest is committed to supporting the human rights principle that every employee and volunteer is entitled to employment and volunteering free of harassment. It should never be a part of the employment and volunteer environment to be subject to the presence of harassment.

b) Scope

This policy applies to all employees, volunteers, consultants, and contractors when they engage in GlobalFest business, working on, or off GlobalFest premises or while driving a GlobalFest vehicle. The *Alberta Human Rights Act* governs the definitions of harassment and sexual harassment.

c) Policy

Harassment occurs when one person subjects another person to unwelcome verbal or physical conduct because of:

- Race
- Gender
- Religious Beliefs
- Ideological Beliefs
- Physical or Mental Disability
- Place of Origin
- Colour
- Age
- Sexual Orientation
- Ancestry
- Marital Status
- Source of Income
- Family Status

Harassment can include, but is not limited to:

- Verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about appearance or beliefs
- The display of pornographic, racist, or offensive images
- Practical jokes that result in awkwardness or embarrassment
- Unwelcome invitations or requests, either indirect or explicit
- Intimidation, leering or other objectionable gestures
- Condescension or paternalism that undermines self-confidence
- Unwanted physical contact such as touching, patting, pinching, punching and outright physical assault

Sexual harassment can include, but is not limited to:

- Suggestive remarks, sexual jokes or compromising invitations
- Verbal abuse
- Visual display of suggestive images
- Leering or whistling
- Patting, rubbing or other unwanted physical conduct
- Indirect, implied, or outright demands for sexual favours
- Physical assault

GlobalFest prohibits both harassment and sexual harassment in the workplace. Any unwelcome overtone as outlined above constitutes harassment, especially under the following conditions:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or volunteer status.
- Submission to, or rejection of such conduct by an individual is used as a basis for employment or volunteer decisions affecting such individual.
- The conduct has the purpose or effect of substantially interfering with an individual's work or volunteer performance or creating an intimidating, hostile, or offensive work or volunteer environment.

It is the full responsibility of GlobalFest to ensure that their operation and facilities are in full compliance with this policy and to provide guidance, investigate charges of impropriety, and recommend appropriate action.

An employee or volunteer who believes they have been subject to harassment or sexual harassment should report the incident immediately to their appropriate supervisor or GlobalFest authority.

d) Investigating Complaints

An investigation of any complaint will be promptly undertaken on a confidential basis to determine the validity of the allegation and to determine whether the action or incident constitutes prohibited behaviour within the intent of this policy.

After the investigation has been completed, a determination will be made by the appropriate GlobalFest Management member regarding the resolution of the issue and communicated to the complainant forthwith.

e) Disciplinary Action

Any employee or volunteer who is deemed to have engaged in harassment or sexual harassment in violation of this policy will be subject to disciplinary action up to and including termination of employment or volunteer status if the circumstances warrant. Information gathered from the investigation may be communicated to civil or criminal authorities for further investigation and possible sanction.

f) Retaliation

This policy also prohibits retaliation against employees or volunteers who bring harassment or sexual harassment charges or assist in investigating charges. Any employee or volunteer bringing harassment or sexual harassment charges or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment or volunteer status, and will not be discriminated against because of the complaint.

GlobalFest reserves the right to modify this policy at any time and to interpret, implement and administer this policy in its sole discretion.

Name

Signature

Date