

INTRODUCTION

Red Deer Champion Taekwondo is committed to eliminating harassment and violence in the dojang and to providing a respectful, inclusive, and psychologically safe work and training environment that promotes social well-being. To best protect our employees, contractors, students, and persons visiting our dojang, Red Deer Champion Taekwondo has enacted this Respectful Workplace and Violence Prevention Policy.

All Red Deer Champion Taekwondo employees, contractors, customers, and students are expected to conduct themselves professionally - with honesty and integrity and to always treat others with dignity and respect. Red Deer Champion Taekwondo encourages those who are subject to or witness to disrespectful, harassing, or violent behaviour to speak up and report this behaviour.

OBJECTIVE

This Policy promotes a safe and respectful workplace/training environment, where everyone is free from Workplace Harassment and Workplace Violence.

The objectives of this Policy are to:

- define what Workplace Harassment and Workplace Violence mean at Red Deer Champion Taekwondo
- ensure all workers and students at Red Deer Champion Taekwondo are aware of their rights and responsibilities regarding appropriate and unacceptable workplace behaviour
- outline the expectations of a psychologically safe workplace
- outline the prohibition of weapons at Red Deer Champion Taekwondo
- inform workers and students of the Workplace Harassment and Workplace Violence prevention programs which outline how to summon immediate assistance and report incidents of Workplace Harassment and/or Workplace Violence
- outline the corrective and disciplinary actions to address Policy violations.

PROMOTING A PSYCHOLOGICALLY SAFE WORKPLACE

Through Taekwondo values (honesty, integrity, discipline, self-control and curtesy), we promote a psychologically safe workplace/training environment which enables everyone to bring their best selves to the dojang. A psychologically safe workplace/training environment is one where everyone feels included, safe to learn, contribute, ask questions, and to challenge the status quo – all without fear of being embarrassed, marginalized, or punished in some way. To ensure everyone is free from psychological and/or physical injury and harm, Red Deer Champion Taekwondo is committed to addressing all forms of Workplace Harassment and Workplace Violence.

While this Policy outlines the definitions of Workplace Harassment and Workplace Violence, it is impossible to address every possible form of conduct which is prohibited in this Policy. As such, this Policy will be interpreted with the goal of promoting a psychologically safe workplace.

WORKPLACE HARASSMENT

Workplace Harassment includes a broad range of harassing behaviors. It often involves repeated words or actions, or a pattern of behaviors, but can also be an isolated incident. Workplace Harassment is any words, actions, conduct, gestures, displays, comment, or a combination of them that are offensive, objectionable, or unwelcome that is known or ought to reasonably be known to be offensive, embarrassing, humiliating, intimidating, isolating, degrading, discriminating, or demeaning to a person or adversely affect the person's health and safety.

Some specific examples of inappropriate conduct that constitute Workplace Harassment that will not be tolerated at Red Deer Champion Taekwondo include, but are not limited to:

- physical or psychological bullying that creates fear or mistrust or that ridicules or devalues the individual (e.g., jokes, innuendos, fist shaking, yelling, slurs, taunts)
- verbal or mental abuse such as inappropriate comments and the use of obscene language directed at another person
- loud, uncontrolled yelling combined with offensive, degrading language
- unwanted, unwelcome, or inappropriate physical contact including striking, pinching, patting, punching, kicking, bumping, as well as threats or attempted acts of this nature
- threats and intimidation
- displaying or circulating offensive pictures or materials in print or electronic form (cyberbullying)
- deliberate misgendering by referring to a person using terms or pronouns that do not align with the person's affirmed gender
- other acts of bullying and harassment

Respectful Workplace and Violence Prevention Policy

Sexual Harassment is a form of Workplace Harassment. Sexual Harassment occurs when a person, including persons in a position of authority, engage in a course of bothersome or inappropriate comment, conduct, or making a sexual solicitation or advance where the behavior is known or ought to reasonably be known to be unwelcome. Some specific examples of inappropriate conduct that constitute Sexual Harassment that will not be tolerated at Red Deer Champion Taekwondo include, but are not limited to:

- sexually suggestive remarks or gestures
- asking questions, talking, or writing about sexual activities
- displaying or circulating pornography, sexual images, or offensive sexual jokes in any form
- repeated offensive or intimidating phone calls, text messages or emails
- leering or inappropriate staring, invading personal space
- unnecessary or unwelcome sexual advances or physical contact

WORKPLACE VIOLENCE

At Red Deer Champion Taekwondo, Workplace Violence is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, whether toward a worker, toward another person or toward property. Workplace Violence can occur through statements or behaviour. Sparring is not considered Workplace violence.

Some specific examples of inappropriate conduct that constitute Workplace Violence that will not be tolerated at Red Deer Champion Taekwondo include, but are not limited to:

- written or verbal threats or explicit statements (e.g., verbally threatening to attack a worker/student, or sending threatening emails to express an intent to inflict harm)
- threatening behaviour (e.g., shaking a fist in a person's face, wielding a weapon at the dojang)
- physical or sexual assault, attack, or aggression (e.g., hitting, shoving, pushing, striking, slapping, kicking, or throwing an object at a person)
- surveillance of, stalking or following an individual
- use of profane or abusive language, aggressive horseplay
- unprovoked unreasonable conflict or anger toward coworkers/student

POSSESSION OF WEAPONS

Possession of a weapon, firearm, ammunition, explosive or incendiary device of any type at Red Deer Champion Taekwondo is strictly prohibited.

WORKPLACE HARASSMENT AND VIOLENCE PREVENTION PROGRAM

As part of Red Deer Champion Taekwondo's commitment to providing a respectful work/training environment free from Workplace Harassment and Workplace Violence, a Workplace Harassment and Violence Prevention Program has been adopted and outlines how issues of Workplace Harassment and Workplace Violence will be addressed.

ROLES & RESPONSIBILITIES

All workers and students have a duty to:

- model Red Deer Champion Taekwondo practices and habits to foster a respectful and psychologically safe workplace/training environment
- paramount over the duty to report, ensure personal safety by summoning immediate assistance when necessary
- report behaviour of Workplace Harassment or Workplace Violence
- promptly address concerns of Workplace Harassment or Workplace Violence
- cooperate with the investigation and resolution of alleged violations of this Policy
- refrain from Retaliating against an individual who raises a concern or is involved in a complaint under this Policy
- all issues are to be reported to the senior instructor or Master Ben

POLICY VIOLATIONS

If through an investigation it is found there is a Policy violation, depending on the severity of the violation, corrective action will be taken, up to and including termination of employment or membership without notice or payment in lieu of notice. The appropriate corrective action in a particular case depends on the nature of the Policy violation and the circumstances surrounding the situation.

Some potential disciplinary actions for employees may include referral for training, referral for counselling/coaching, written or verbal warning, suspension, reassignment, demotion, termination of employment without notice or payment in lieu of notice. The incident and outcome will be documented and placed on the employee's file.

FALSE ALLEGATIONS

Determining whether a particular action or incident occurred and/or constitutes a violation of this Policy will depend on an evaluation of all the facts and surrounding circumstances. Workers or students who report an event truthfully and in good faith, will not be subject to negative consequences, even if the complaint is determined to be unfounded. Intentionally making a false complaint or knowingly giving false information during an investigation or other proceedings under this Policy is itself a violation of this Policy and may be a basis for disciplinary action, up to and including termination of employment and/or membership without notice or payment in lieu.