

# ONE ACADEMY COMMUNITY GUIDELINES



Our **mission** is to fill hearts with hope, bodies with strength, and minds with confidence. Our community is one where all members are welcome, can be themselves, and feel safe. One Academy has a zero tolerance policy for any form of harassment, bullying, discrimination, racism, or hate.

## POLICY STATEMENT

**One Academy** is committed to fostering a harassment-free workplace where all employees and members are treated with respect and dignity.

The *Canadian Human Rights Act* protects employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Harassment of any kind at **One Academy** is not tolerated. Employees, managers, partners or members who are found to have harassed another employee or member will be subject to disciplinary action. This includes any employee or member who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

## APPLICATION

We expect all employees and members of One Academy to treat everyone with respect, dignity and fairness. This includes employees, members, and partners.

This policy applies to all current/future employees and members of **One Academy**, including full and part-time, casual, contract, permanent and temporary employees. This policy also applies to job applicants.

This policy applies to all behaviour that is in some way connected to work, including off-site meetings, training, on business trips, and outside of One Academy business hours. This applies to all forms of in-person and digital communication.



## **WHAT IS HARASSMENT?**

Harassment is any unwanted behavior, physical or verbal (or even suggested), that makes a reasonable person feel uncomfortable, humiliated, or mentally distressed. This includes cyberharassment. Cyberbullying or cyberharassment is a form of bullying or harassment using electronic means (direct messaging, targeted social media posts, etc.)

## **CONSEQUENCES**

In the event that an employee, member, manager or partner has violated this policy, serious action will be taken. If an investigation is undergone and it is evident that any form of harassment has taken place, the member may be banned from the community with their membership revoked. The employee, manager or partner may be terminated and face disciplinary action.