

Respectful Workplace

Purpose

This policy is intended to prevent Discrimination, Sexual Harassment and Harassment of any type, promote the dignity and worth of all employees, and deal quickly and effectively with any contraventions to this policy that might occur.

Statements

1. The Manitoba Liquor and Lotteries Corporation (the Corporation) is committed to an ethical and respectful workplace that promotes a safe and inclusive environment where employees feel welcomed and valued. Accordingly, any behaviour that is a violation of this policy will not be tolerated, ignored, or condoned.
2. As much as is practical, the Corporation will ensure:
 - 2.1 Every employee has a right to work in an environment that is free from Discrimination, Sexual Harassment or Harassment of any type in the workplace.
 - 2.2 Corrective action will be taken, by the employer, when a worker is subject to Discrimination or Harassment by any person under the employer's direction.
 - 2.3 The name of a complainant or an alleged offender or the circumstances related to the complaint will not be disclosed unless:
 - The disclosure is necessary to investigate the complaint or take corrective action; or
 - Is required by law.
 - 2.4 An employee is informed they have the right to file a complaint with the Manitoba Human Rights Commission or the Manitoba Workplace Safety and Health division.
3. To ensure the above are being applied, the following procedures must be in place and reviewed annually:
 - How to make a Discrimination and Harassment complaint;
 - How a complaint will be investigated; and
 - How to inform the complainant and alleged offender of the results of an investigation.

Management Responsibilities

4. Appropriate training plans will be developed to ensure continuous education of the respectful workplace programs is being conducted.
5. Take corrective action to stop Discrimination and Harassment as soon as they become aware of it and treat the information confidentially, except as may be necessary to deal effectively with a complaint.

Policies are subject to amendment. The approved version of this document is retained by the Policy and Regulatory Compliance Office and shall be the governing version. Upon request, a copy of this policy will be provided in an accessible format.

Respectful Workplace

Employees Rights and Responsibilities

6. When employees believe their rights have been violated, they have the right to file a complaint and to have it reviewed in a manner that protects their rights to procedural fairness and confidentiality.
7. Treat each other with respect and speak up on a co-worker's behalf if they consider that rights under this policy are being violated.
8. All employees who experience or witness Discrimination or Harassment have a responsibility to report the incident, as set out in the Respectful Workplace Disclosure procedure.
9. Cooperate in investigation proceedings.
10. Anyone who gives evidence in an investigation, or who is otherwise involved in the process, must keep this information confidential, except as may be necessary to deal effectively with the complaint.

Protection Against Retaliation

11. All employees have the right to make a complaint in good faith or exercise their rights under this policy without fear of retaliation. Management will ensure that there is no coercion, retaliation or intimidation directed against any employee who:
 - Asserts their rights to be free from Discrimination and Harassment under this policy or the law;
 - Files a complaint; or
 - Serves as a witness on behalf of another employee who exercises their rights under the policy or the relevant Human Rights or Workplace Safety legislation.
12. A person who retaliates will be subject to discipline.

Definitions

Discrimination – is defined in the Manitoba Human Rights Code as the differential treatment of an individual or group on the basis of their actual or perceived membership in the following protected human rights characteristics:

- Ancestry, including colour and perceived race;
- Ethnic background or origin;
- Nationality or national origin;
- Religion or creed, or religious belief, religious association or religious activity;
- Age;

Policies are subject to amendment. The approved version of this document is retained by the Policy and Regulatory Compliance Office and shall be the governing version. Upon request, a copy of this policy will be provided in an accessible format.

Respectful Workplace

- Sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
- Gender-determined characteristics or circumstances other than those included under sex;
- Sexual orientation, gender identity;
- Marital or family status;
- Source of income, social disadvantage;
- Political belief, political association or political activity; and
- Physical or mental disability or related characteristics or circumstances, including reliance on a guide dog or other animal assistant, a wheelchair, or any other remedial appliance or device.

Harassment – as defined in the Manitoba Human Rights Code, a course of offensive and unwelcome conduct or comment made of the basis of a Protected Characteristic.

Personal Harassment – while not constituting Discrimination, Harassment or Sexual Harassment under the Manitoba Human Rights Code, a course of behaviour that is not respectful toward others with the intention to harm or be hurtful and which, without limitation includes:

- written or verbal abuse or threats;
- leering (suggestive staring) or other offensive gestures;
- patronizing or condescending behaviour;
- humiliating staff in front of co-workers;
- abuse of authority that undermines someone’s performance or threatens her or his career; or
- bullying.

Sexual Harassment – as defined in the Manitoba Human Rights Code, either:

- a series of objectionable and unwelcome sexual solicitations or advances;
- a single sexual solicitation or advance if it is made by a person who is in a position to confer a benefit on, or deny a benefit to the recipient of the solicitation or advance, if the person making the advance knows or ought to reasonably know that it is unwelcome; or
- a reprisal or threat of reprisal for rejecting a sexual solicitation or advance.

References

Policies are subject to amendment. The approved version of this document is retained by the Policy and Regulatory Compliance Office and shall be the governing version. Upon request, a copy of this policy will be provided in an accessible format.

Respectful Workplace

[The Human Rights Code \(C.C.S.M. c. H175\)](#)

[The Workplace Safety and Health Act \(C.C.S.M. c. W210\)](#) and Regulations

Executive Responsible

Vice President, Human Resources

Applies To

All Employees

Approved

Original Approved by - Gerry Sul

President & CEO

January 9, 2024

Date

Policy History

Updated On	Revisions	Approved By
Jan. 9, 2024	New template, formatting. Revised/added purpose, 1, 5, 6, 7, 8, 9, 10, Definitions.	President & CEO
July 05, 2018	New Related Laws, Regulations and Publications section, Definitions.	President & CEO
Mar. 28, 2014	New Executive Responsible, Purpose, formatting.	President & CEO
Oct. 28, 2013	New template/logo, complete re-write.	President & CEO
Oct. 24, 2000	New policy.	President & CEO

Policies are subject to amendment. The approved version of this document is retained by the Policy and Regulatory Compliance Office and shall be the governing version. Upon request, a copy of this policy will be provided in an accessible format.