## Policy on Health and Safety

The health and safety of staff and visitors to the University of Winnipeg Faculty Association (UWFA) Office is a high priority for the Association. As far as reasonably practicable, UWFA shall provide a safe and healthy environment in which to conduct its affairs. As such, all reasonable measures shall be taken to prevent and eliminate situations in which injuries and/or illnesses could occur.

UWFA shall meet and where possible shall strive to exceed the minimum legal standards set out in *The Workplace Safety and Health Act, C.C.S.M. c. W210* (Manitoba) and other such applicable safety and health legislation.

UWFA shall work with The University of Winnipeg to ensure that the Association is able to conduct its business in a safe and healthy environment. The University of Winnipeg Health and Safety Committee is responsible for UWFA’s offices.

Application

The successful application of this Policy will be achieved by everyone exercising their responsibilities for health and safety as follows:

*The Employer*

It is the responsibility of UWFA as an employer to:

1. provide a safe and healthy working environment;
2. provide such information, supervision and instruction to employees as may be reasonably required to allow them to conduct their activities in a safe and healthy manner;
3. ensure that all employees are made aware of safe and healthy practices and that employees follow the procedures;
4. provide training in the safe use and operation of equipment; and,
5. take all reasonably practicable measures to ensure compliance with applicable regulations passed under *The Workplace Safety and Health Act, C.C.S.M. c. W210* (Manitoba) and its attendant regulations.

*The Employee*

It is the responsibility of all employees to:

1. use reasonable care so as to protect their own safety and health and the safety and health of others affected by their actions; and,
2. immediately report any accident, injury or unsafe conditions to their supervisor.

Responsibility

The President is responsible for the administration and communication of this policy.

## Policy on Respectful Workplace

The University of Winnipeg Faculty Association (UWFA) supports the equity, diversity and dignity of everyone. It strives to promote equity in employment and in the conduct of its internal affairs.

As such, UWFA recognizes and affirms its duty to act in a manner consistent with The Human Rights Code, C.C.S.M. c. H175. Furthermore, UWFA is committed to upholding the principle of freedom from discrimination based on any of the prohibited grounds.

In addition, the Association is committed to upholding the principles of academic freedom, including the right to discuss, question and criticize UWFA.

Each individual has the right to work in an environment that promotes equal opportunity and prohibits discriminatory practice. As such, UWFA is committed to maintaining a harassment free environment for its Members and employees. This includes freedom from verbal, physical or sexual harassment; abuse of power; intimidation; or, other vexatious behavior in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affect(s) the dignity or psychological or physical integrity of a UWFA Member or employee.

Procedure

If a Member or employee believes s/he is being harassed, s/he should act in one of the two following ways:

1. If possible, s/he should make it clear that such behaviour is unwelcome. This may be done by the Member or employee on his or her own behalf, verbally or in writing, or with the assistance of another party.

S/he may indicate that further action will be taken if the behaviour continues.
2. If the inappropriate behaviour persists or if s/he feels uncomfortable approaching the person whom s/he believes is doing the harassing, then s/he may contact one of the following designated representatives who shall investigate the matter:

The President
The Vice-President

The Grievance Officer

An informal complaint may be presented and discussed with the above without presenting the complaint in writing.

If a complaint is not resolved to the satisfaction of the complainant, the complainant may file a written complaint with one of the above mentioned UWFA officers.

Formal complaints shall be investigated and resolved in confidence in a manner consistent with the spirit of this policy and UWFA’s legal obligations.

The Association shall appoint a neutral investigator who shall each prepare a confidential report and submit his/her findings to the Executive, which shall provide a determination. There shall be a final appeal of the determination affecting the Member or employee to the Council of UWFA.

Following resolution of the complaint, a written report shall be provided to both parties involved and a copy shall be held in the confidential files of UWFA.