

Diversity and Inclusiveness Policy	Policy Number: PA-104
Last Reviewed: 2019/09/01	Next Review: 2020/09/01

**Purpose:** The Pinnguaq Association is an organization that values and recognizes diversity, and defends and builds equitable experiences. We are committed not only to include marginalized people, but also to actively fighting racism, sexism, and oppression in all its forms.

We welcome and advocate for the presence and contributions of all people regardless of their ability, age, body shape, cultural background, education, ethnic origin, gender expression, gender identity, immigration status, language, marital status, nationality, physical appearance, political affiliations, race, religion, sexual orientation, sexuality, status as a parent, socioeconomic status, or other such factors.

Prejudice, oppression, and discrimination are detrimental to the health and growth of our organizations and the individuals who are a part of it. Supporting the visibility of our diverse lives enhances the experiences of all community members. We recognize and honor our differences and vigorously defend The Pinnguaq Association as a safe and equitable space.

**Policy Statement:** Pinnguaq Association values and supports diversity, and seeks to provide an equitable work environment. Pinnguaq Association holds a zero-tolerance policy to forms of oppressive behavior, harassment, destructive behavior, or exclusionary actions.

#### Definitions:

##### 1. Expected Behavior

- 1.1. We insist that all Pinnguaq employees remain mindful of, and take responsibility for, their speech and behavior. This includes:
- 1.2. Always acting out of respect and concern for the free expression of others.
- 1.3. Actively listening to others and not dominating discussions.
- 1.4. Respecting physical and emotional boundaries. Always ask before touching, and check in before discussing topics that may be triggering.
- 1.5. Not making assumptions about identity, experiences, or preferred pronouns.
- 1.6. Not using words, symbols, or gestures that are racist, sexist, homophobic, classist, transphobic, cissexist or ableist.

- 1.7. Humbly accepting respectful correction (or correcting yourself!), keeping in mind that the impact of your words on other people is more important than your intent.

## 2. Unacceptable Behavior

- 2.1. We believe that failing to address dynamics of hierarchy, power and privilege alienates and further victimizes our employees and prevents us from creating the safe equitable space we want.
- 2.2. We do not tolerate oppressive behavior, harassment, destructive behavior, or exclusionary actions.
- 2.3. Unacceptable behaviour can include:
- 2.4. **Oppressive behavior:** any conduct that demeans, marginalizes, rejects, threatens or harms anyone on the basis of identity, background, or ability.
- 2.5. **Harassment:** deliberate intimidation; stalking; following; harassing photography or recording; disruption of events; aggressive, derogatory, or threatening comments; and unwanted physical contact or sexual attention.
- 2.6. **Destructive behavior:** damaging or altering any part of the building, inside or out, including furniture, equipment, or other people's belongings.
- 2.7. **Exclusionary actions:** denying certain participants opportunities to share views, skills and other contributions; engaging in favoritism; and creating or reinforcing an inequitable learning environment.

## 3. Reporting Procedure:

- 3.1. In case of abuse, employees should report directly to their manager, as indicated in the organizational chart in the employee handbook.
- 3.2. If the abuse involves the employee's direct manager, the complaint should be referred to the Director or the Board of Directors.
- 3.3. Allegations of abuse will be handled on a case by case basis with manager-led mediation and, in extreme cases, termination according to policy.