

# Safeguarding Policy

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Next Review Due: May 2028

## 1. INTRODUCTION & PURPOSE

At the Canadian Anthropology Society (CASCA), we are committed to maintaining a safe and respectful environment for everyone involved in our activities. This Safeguarding Policy applies to all individuals who are associated with CASCA, including but not limited to the Board, staff members, sponsors and supervisors, researchers, interns, contractors, advisory board members, and business partners (referred to as ‘Staff’). It applies during or outside of working hours, every day of the year, at every level of CASCA, and to every aspect of the workplace environment and employment relationship.

CASCA will not tolerate anyone harassing, intimidating, or bullying others in the workplace. We also prohibit discrimination based on sex, gender, sexual orientation, civil or marital status, family situation (pregnancy, maternity or paternity), race (including color, nationality, ethnic or national origin), religion nor belief, political opinion, age, disability, and any other basis or status protected by national and international law.

Note that it is not required for a person to explicitly object to harassing and/or discriminatory behavior for the behavior to be considered harassment under this Safeguarding Policy and for action to be taken.

## 2. DEFINITIONS & EXAMPLES

‘Harassment’ is any unwanted or unreciprocated physical, verbal, or non-verbal conduct that is known, or ought reasonably to be known to have the purpose or effect of creating an intimidating, hostile, inappropriate, degrading, humiliating, or offensive working environment. A single incident or repeated behavior can amount to harassment. Harassment also includes treating someone less favorably if they have submitted or refused to submit to such behavior in the past.

Harassment may be related, among other things, to sex, gender, sexual orientation, civil or marital

status, family situation (pregnancy, maternity or paternity), race (including color, nationality, ethnic, and national origin), religion or belief, political opinion, age, disability, or any other basis or status protected by national or international law. Harassment is unacceptable even if it does not fall within any of these categories.

Examples of behaviors that may amount to harassment include:

- offensive communications, including digital communications (e.g. social media), e-mails, messages, or telephone calls;
- derogatory or demeaning jokes intended to offend based on stereotyped characteristics;
- mocking, mimicking, or belittling a person because of a personal attribute.

A person may be harassed even if they were not the intended ‘target’. For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment. 'Sexual harassment' is a specific and serious form of harassment. It is unwelcome sexual behavior which could be expected to make a person feel offended, humiliated, or intimidated. Sexual harassment can be physical, verbal, or written. Just because someone does not object to inappropriate behavior in the workplace at the time, it does not mean that they are consenting to the behavior.

A single incident is enough to constitute sexual harassment – it does not have to be repeated.

Examples of behaviors that may amount to sexual harassment include:

- unwanted physical conduct, including touching, pinching, pushing, and grabbing;
- unwelcome sexual advances or suggestive behavior, such as leering or staring inappropriately (which the harasser may perceive as harmless);
- sexually suggestive comments or jokes;
- insults or taunts of a sexual nature;
- sending sexually explicit emails or messages; and
- inappropriate advances on social networking sites.

'Workplace bullying' is a type of harassment, and involves offensive, intimidating, malicious, or insulting behavior involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined, or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal, and non-verbal conduct. Examples of behaviors that may amount to bullying include:

- physical or psychological abuse or threats;
- overbearing and intimidating behavior and/or levels of supervision;
- inappropriate derogatory remarks about someone’s performance;
- deliberately excluding, ignoring, isolating, or marginalizing a person from normal workplace activities;

- repeatedly providing menial tasks which do not reasonably form part of a person's responsibilities; and
- setting tasks that are unreasonably beyond a person's ability without adequate support and/ or supervision.

Reasonable work instruction given in a reasonable way is not bullying.

'Discrimination' means engaging in any conduct that results in a person being treated less favorably than others because of a particular characteristic that person has (or that is attributed to such person), including a person's:

- sex and gender;
- sexual orientation;
- civil or marital status;
- family situation (pregnancy, maternity, or paternity);
- race (including color, nationality, ethnic or national origin);
- religion or belief;
- political opinion;
- age;
- disability;
- any other basis or status protected by national or international law.
- Discrimination may take various forms, including:

Direct discrimination occurs when a person:

- (A) treats another (B) less favorably than another person because of one (or more) characteristics referred to above.
- It is behavior by person (A) that targets person (B) specifically for different treatment.
- The adverse treatment does not have to be deliberate or malicious to be discriminatory or unlawful.

Indirect discrimination occurs where a condition or requirement is imposed that, on the face of it, appears neutral but adversely impacts a particular group of people with characteristics listed above. An action is not an indirect discrimination if an objective justification for it can be shown.

### 3. ROLES & RESPONSIBILITIES

The ultimate responsibility for this policy rests with the CASCA Executive, responsible for

implementation and periodic policy reviews.

All participants in CASCA activities are expected to refrain from any form of harassment, bullying and discrimination.

All participants in CASCA activities have a responsibility to create and maintain a harassment, bullying, and discrimination-free organization.

CASCA executives, managers, and supervisors are responsible for ongoing monitoring, and maintaining internal control systems. They also have the responsibility to act immediately upon observations and/or allegations of harassment, bullying, or discrimination.

## 4. REPORTING SUSPICIONS

We strongly encourage everyone to report any violations of this Safeguarding Policy by following the procedures below:

1. Individuals may be unaware that their conduct is offensive and are often willing to correct their behavior if so informed. If Staff are comfortable doing so, they should tell the person or people who engaged in the harassing, discriminating, or bullying behavior that their actions are not welcome and must stop. They may also decide to explain to them the impact of their behavior on them and/or co-workers.
2. If Staff do not feel comfortable speaking directly to the person who engaged in the unwanted behavior, they should report the incident verbally or in writing to any Executive member of the Board. If behavior is connected to the Board member, staff should immediately report to the President.
3. If Staff do not feel comfortable reporting to the Executive team members or the Board, they may consider reporting the incident in line with CASCA's Whistleblowing Policy.

CASCA takes any incidents relating to the Safeguarding Policy very seriously, and complaints will be dealt with discreetly and confidentially. Reported incidents will be investigated by the Board in a fair, impartial, timely, and thorough manner.

Violations of this Safeguarding Policy will be dealt with under CASCA's Response Plan and may include sanctions or termination of employment. If a person with whom CASCA does business engages in conduct covered by this Safeguarding Policy, CASCA will take appropriate action to resolve the incident.

## 4. REVIEW

This Safeguarding Policy will undergo review every two years by the CASCA Board to ensure alignment with best practices and legislative changes.