

## **Georgetown CRC**

### **Violence and Harassment in the Workplace Policy**

Georgetown CRC is committed to building and preserving a safe, productive and healthy working environment for its staff and volunteers based on mutual respect. In pursuit of this goal, the Georgetown CRC does not condone and will not tolerate acts of violence or harassment against or by a Georgetown CRC staff member or volunteer. Together we strive to create in our church an environment that nurtures each person's dignity and safety so that everyone can grow and mature as the Creator intended.

Georgetown CRC staff or volunteers are personally responsible for enforcing this policy and should make every effort to prevent discrimination, violence or harassing behaviour and to intervene if they observe a problem or if a problem is reported to them.

Individuals who make a complaint about another and who act in good faith will be protected from reprisals of any kind. Any information obtained by the person(s) receiving the complaint must keep the information confidential and agree that no identifying information will be shared about the person making the complaint unless disclosure is necessary for the purpose of investigation.

Georgetown CRC is prepared to take appropriate disciplinary action against a staff member or volunteer found to have been behaving in a violent or harassing manner. If it is determined that a Georgetown CRC staff member or volunteer has been involved in violence or harassment of another staff member or volunteer – immediate disciplinary action will be taken.

Approved Sept. 2018

## Definitions

### Violence

is the exercise or the attempt to exercise, physical force by a person that causes physical injury to another individual. Violence is also a statement or behaviour that is reasonable for an individual to interpret as a threat to exercise physical force against them.

### Harassment

is any unwanted physical or verbal conduct (in-person or through social media) that offends or humiliates. Harassment is a type of discrimination. It can take many forms, such as:

- Threats, intimidation, or verbal abuse
- Unwelcome remarks or jokes about subjects including race, religion, disability, sexual orientation, gender identity or age
- Displaying, through social media or otherwise, sexist, racist or other offensive pictures or posters
- Sexually suggestive remarks, gestures or solicitation
- Unnecessary physical contact such as touching, patting, stroking, pinching, or punching
- Physical assault, including sexual assault

## Reporting

**There are several steps you can follow:**

- Make it clear to the violator that his or her actions are not welcome.
- Document your case. Keep a written record of the incidents, including times, places and witnesses
- Contact human resources/ Council/ Safe Church representative regarding any such behaviour in the workplace.
- If you are harassed by a provider of services, complain to the management/Council/Safe Church representative.
- If you are not satisfied and feel you did not get appropriate results and the harassment is based on **one** of the 11 grounds of discrimination prohibited under the Canadian Human Rights Act, you can file a complaint with the Human Rights Commission.
- Violence and harassment can consist of a single incident or several incidents over a period of time.