

VIOLENCE AND HARASSMENT POLICIES THE UNITED CHURCH OF CANADA



(Updated 20120613)

Occupational Health and Safety Act (OHSA) HARASSMENT POLICY

1.0 DESCRIPTION

1.01 Highland Hills Pastoral Charge is a Pastoral Charge /ministry of The United Church of Canada conducting Christian ministry in the province of Ontario.

2.0 POLICY

2.01 Highland Hills Pastoral Charge takes a position of zero tolerance with regard to workplace harassment. No United Church employee or any other individual affiliated with The United Church of Canada under any circumstances is allowed to exhibit harassing behaviour toward others, including but not limited to employees, congregants, volunteers, visitors, consultants, service providers or any other third parties.

Should an employee perpetrate an act of workplace harassment, Highland Hills Pastoral Charge will exercise measures in response to that employee's behaviour, up to and including termination of employment, subject to any relevant requirements of *The Manual* of The United Church of Canada.

Similarly, should any volunteer perpetrate an act of workplace harassment, Highland Hills Pastoral Charge will exercise measures in response to that person's behaviour, up to and including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

2.02 The M & P Committee acting as a centralized Harassment Education Advisory Response Team, will address incidents of Workplace Discrimination and Harassment by responding to incident reports, conducting investigations, decision making processes and prevention plans with the objective of promoting a safe and secure work environment for all employees.

3.0 DEFINITIONS

3.01 Highland Hills Pastoral Charge in compliance with the Occupational Health and Safety Act, defines Workplace Harassment as "*engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.*"

This definition of Workplace Harassment does not apply to reasonable challenges to work performance or negative job-related feedback. Extremely inappropriate or harmful delivery of criticism or expectations may meet the criteria of harassment. Workplace behaviour that includes inappropriate sexual comments or conduct is included in the definition of workplace harassment.

3.02 Examples of workplace harassment can include, but are not limited to:

- Inappropriate or unwanted touching
- Intrusive invasions of personal space
- Inappropriate jokes (i.e., jokes made at the expense of others including race, gender, weight, sexual orientation, hair colour such as “dumb blond”, etc.)
- Pranks
- Flirtatious comments
- Damaging personal property or threats to do so
- Vandalism
- Graffiti
- Pornographic pictures or websites
- Lewd remarks made verbally or electronically
- Shunning
- Scapegoating
- Derogatory comments that are hurtful
- Patronizing or condescending remarks or behaviour
- Humiliating comments
- Abuse of authority that undermines someone’s performance or threatens his or her career
- Seductive behaviour
- Pounding the wall, desk
- Yelling
- Stalking
- Setting someone up to be unsuccessful, i.e., providing wrong instructions on purpose
- Inappropriate or unfounded threats, i.e., “If you don’t come out drinking with us the company may not see you as a team player and who knows what that will do to your career.”
- Extremely inappropriate emails or social networking activities affecting other workers

4.0 PURPOSE

4.01 The purpose of this policy is to implement policies, measures, procedures and programs to reduce, manage and prevent harassment in order to foster an environment of safety and mutual respect at all levels of the church between all employees, co-workers, contractors, visitors, congregants and volunteers.

5.0 PREVENTION

5.1 The Harassment Education Advisory Response Team will disseminate information about harassment in the workplace to all churches and congregations, including the following topics:

- Clearly displaying a copy of the Harassment Policy in a central location accessible and visible to all employees, such as a bulletin board.
- Educating all employees and new employees/volunteers/Board Members, etc. on all aspects of the legislation including:
 - What response is an employer required to provide all “workers” under this legislation?
 - Risk factors for harassment in the particular church or workplace
 - How is your workplace vulnerable? How are your employees vulnerable?
 - New employer obligations and new employee responsibilities under the act
 - Definition of Harassment
 - Examples of workplace harassment
 - What to do if an incident of harassment occurs in your workplace
 - Other aspects of the legislation defined and explained:
 - Domestic Violence in the Workplace – duty to report, response to the victim, protecting other employees
 - Duty to advise workers
 - Organizational limits to confidentiality
 - Right of refusal to work
 - Employer response to a refusal to work
 - Notice of violence causing injury
- Protection of evidence
- Emergency response procedures
- Duty of workers and supervisors to report
- Personal liability
- Corporate liability
- Providing written instructions on Workplace Violence and Harassment procedures and measures.
- Regularly providing new and updated information to employees to ensure a consistent reinforcement of the importance of minimizing and preventing violence in the workplace.

5.2 Implement an ongoing prevention program that involves all workers’ cooperation to minimize harassment in the workplace and create a safe and secure work environment.

5.3 Emphasize safety, dignity and respect as core values of The United Church of Canada.

5.4 Implement safety and security responses should harassment or the threat of harassment occur.

6.0 MEASURES

6.01 The Harassment Education Advisory Response Team will ensure risk assessments are implemented and will survey and assess workplace vulnerabilities annually through safety and procedural checklists relating to harassment issues as well as employee surveys.

6.02 Results from risk assessments will be reviewed and areas identified to be of concern must be reported to the Harassment Education Advisory Response Team.

6.03 Highland Hills Pastoral Charge will take actions to address areas of risk identified in the assessments.

7.0 PROCEDURES

7.01 The Harassment Education Advisory Response Team will implement procedures, educate, investigate and respond to reports of harassment as well as determine actions resulting from a decision. A person will be designated to be responsible for ensuring compliance regarding form completion and procedures within each Pastoral Charge/Ministry and to liaise with the Harassment Education Advisory Response Team.

Under the direction of the Harassment Education Advisory Response Team

7.02 Written guidelines will be made available to employees explaining how to report harassment, and the procedures that will occur once an incident has been formally reported.

7.03 Guidance and education will be given on how to respond to an incident of harassment.

7.04 Employees will be advised of the right to refuse to work with a perpetrator or potential perpetrator of workplace harassment.

7.05 Workers will have access to a list of who to contact and the contact information of team and other relevant employees should an incident of harassment occur.

The Harassment Education Advisory Response Team will respond to reported incidents of workplace harassment as follows:

7.06 Meet with the Complainant and Accused separately and inform them regarding the investigation process.

7.07 Provide guidelines to the complainant should they decide to file a Report of Harassment.

7.08 The Harassment Education Advisory Response Team conducts a thorough investigation through the following steps:

- Informs the Presbytery that a workplace harassment investigation is taking place.
- Contacts all the necessary authorities regarding the incident (police, Ministry of Labour).
- Consults legal counsel for guidance as needed.
- Conducts interviews with complainants, accused and witnesses separately to obtain Incident Reports.
- Compiles all previous records of harassment by the accused.
- Compiles police reports, if applicable.
- Compiles reports of the complainant.
- Compiles Statements and Response from the Accused.
- Reviews all documentation.
- Engages in a consensus decision-making process where applicable.
- Makes a decision and/or recommendations regarding the accused and/or the incident that can include mediation, discipline or termination, as well as other options.
- Shares decision with the Presbytery and other relevant employees who will determine final actions.

8.0 RESPONSE

8.1 Inform Accused of the judgment, support options and next steps.

8.2 Inform the Complainant of the judgment, support options and next steps.

8.3 Explain actions coming from the judgment to all relevant employees of the Church, Presbytery and the Conference, as relevant.

8.4 Employees, volunteers, congregants or others who, with good intentions, provide information about actions they believe to be harassing or potentially harassing, will not be subject to disciplinary actions or negative consequences should an investigation prove their report to be unsubstantiated.

8.5 Employees who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace harassment may be subject to disciplinary action up to and including termination of employment.

Similarly, volunteers who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace harassment may be subject to disciplinary action up to and including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

8.6 Employees and volunteers who are found to be at risk of engaging in harassing conduct or who have engaged in violent conduct may be subject to discipline, suspension or dismissal.

Remedial Action

The intent of this policy and procedures is to be remedial and not punitive. Remedial action can include professional counseling, coaching or training and will consider the following factors among others:

- The degree to which the incident undermines personal dignity, work relationships and working climate;
- Any record of previous offences, their nature and degree of severity;
- The effectiveness of the remedial measure in preventing repetition of the behaviour;
- The working relationship of the complainant and the harasser; and
- The effects of the harassment on the complainant

Note

An employee reporting alleged harassment is not precluded from pursuing his or her rights under the Ontario Human Rights Code (*see separate Ontario Human Rights Harassment Policy*). Employees also have the right to contact the police.

Policy adopted by the Highland Hills Pastoral Charge Official Board on June 13th, 2012.

Signature: _____ *Carolynn Coburn* _____

Printed Name: Carolynn Coburn, Chairperson of the Official Board

Contact information: 705-286-1470 highhills@interhop.net

ONTARIO HUMAN RIGHTS CODE HARASSMENT POLICY

1.0 DESCRIPTION

1.01 Highland Hills Pastoral Charge is a Pastoral Charge /ministry of The United Church of Canada conducting Christian ministry in the province of Ontario.

1.02 In accordance with the Ontario Human Rights Code Highland Hills Pastoral Charge provides everyone equal rights and opportunities without discrimination in their job and when providing services. Highland Hills Pastoral Charge does not and will not tolerate discrimination on the basis of the following 15 grounds:

- Race
- Sex
- Disability
- Age
- Ancestry
- Ethnic Origin
- Place of Origin
- Citizenship
- Creed
- Sexual Orientation
- Marital Status
- Family Status
- Record of offenses
- Being in receipt of public assistance
- By association

2.0 POLICY

2.01 Highland Hills Pastoral Charge takes a position of zero tolerance with regard to harassment. No United Church employee or any other individual affiliated with The United Church of Canada under any circumstances is allowed to exhibit harassing behaviour toward others, including but not limited to employees, congregants, volunteers, visitors, consultants, service providers or any other third parties.

Should an employee perpetrate an act of workplace discrimination or harassment, Highland Hills Pastoral Charge will exercise measures in response to that employee's behaviour, up to and including termination of employment, subject to any relevant requirements of *The Manual of The United Church of Canada*.

Similarly, should any volunteer perpetrate an act of workplace discrimination or harassment, Highland Hills Pastoral Charge will exercise measures in response to that person's behaviour, up to and

including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

2.02 The M & P Committee acting as a centralized Harassment Education Advisory Response Team, will address incidents of Workplace Discrimination and Harassment by responding to incident reports, conducting investigations, decision making processes and prevention plans with the objective of promoting a safe and secure work environment for all employees.

3.0 DEFINITIONS

3.01 , Highland Hills Pastoral Charge in compliance with the Ontario Human Rights Code defines harassment as *“engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.”*

This definition of harassment does not apply to reasonable challenges to work performance or negative job-related feedback. Extremely inappropriate or harmful delivery of criticism or expectations may meet the criteria of harassment. Workplace behaviour that includes discriminatory comments or conduct is included in the definition of workplace harassment.

3.02 Examples of workplace harassment can include, but are not limited to:

- Discriminatory comments or actions
- Inappropriate or unwanted touching that could be perceived as sexual discrimination
- Inappropriate jokes (i.e., jokes made at the expense of others including race, gender, weight, sexual orientation, etc.)
- Flirtatious comments that feel discriminatory
- Pornographic pictures or websites
- Shunning based on the 15 grounds
- Scapegoating based on the 15 grounds
- Abuse of authority that undermines someone’s performance or threatens his or her career based on the 15 grounds
- Setting someone up to be unsuccessful, i.e., providing wrong instructions on purpose, based on the 15 grounds

4.0 PURPOSE

4.01 The purpose of this policy is to implement policies, procedures and programs to reduce, manage and prevent discrimination and harassment in order to foster an environment of safety and mutual respect at all levels of the church between all employees, co-workers, contractors, visitors, congregants and volunteers.

5.0 PREVENTION

5.1 The Harassment Education Advisory Response Team will disseminate information about discrimination and harassment in the workplace to all churches, organizations and congregations covering the following topics:

- Clearly displaying a copy of Ontario Human Rights Harassment Policy in a central location accessible and visible to all employees, such as a bulletin board.
- Educating all employees and new employees/volunteers/Board Members, etc. on all aspects of the legislation relating to the 15 grounds

5.2 Emphasize safety, dignity and respect as core values of The United Church of Canada.

5.3 Implement safety and security responses should discrimination, harassment or the threat of harassment occur.

6.0 PROCEDURES

6.01 The Harassment Education Advisory Response Team will implement procedures, educate congregations, investigate and respond to reports of discrimination and harassment as well as determine actions resulting from a decision.

Under the direction of the Harassment Education Advisory Response Team,

6.02 Written guidelines will be made available to employees explaining how to report discrimination and harassment, and the procedures that will occur once an incident has been formally reported.

6.03 Guidance and education will be given on how to respond to an incident of discrimination or harassment.

6.04 Workers will have access to a list of whom to contact and the contact information of the Harassment Education Advisory Response Team and other relevant employees should an incident of discrimination or harassment occur.

The Harassment Education Advisory Response Team, will respond to reported incidents of workplace discrimination or harassment as follows:

6.06 Meet with the Complainant and Accused separately and inform them regarding the investigation process.

6.07 Provide guidelines to the complainant should they decide to file a Report of Harassment.

6.08 The Harassment Education Advisory Response Team conducts a thorough investigation through the following steps:

- Inform the Presbytery that a workplace harassment investigation is taking place.
- Contact all the necessary authorities regarding the incident (police, Ontario Human Rights Commission)
- Consult legal counsel for guidance as needed
- Conduct interviews with complainants, accused and witnesses separately to obtain Incident Reports
- Compile all previous records of discrimination or harassment by the accused
- Compile police reports, if applicable
- Compile reports of the complainant
- Compile Statements and Response from the Accused
- Review all documentation
- Engage in a consensus decision-making process where applicable
- Make a decision and/or recommendations regarding the accused and/or the incident that can include mediation, discipline or termination, as well as other options
- Share decision with the Presbytery who will determine final actions

7.0 RESPONSE

7.1 Inform Accused of the judgment, support options and next steps.

7.2 Inform the Complainant of the judgment, support options and next steps.

7.3 Explain actions coming from the judgment to all relevant employees of the Church, Presbytery and Toronto Conference, as relevant.

7.4 Employees, volunteers, congregants or others who, with good intentions, provide information about actions they believe to be discriminatory, harassing or potentially harassing, will not be subject to disciplinary actions or negative consequences should an investigation prove their report to be unsubstantiated.

7.5 Employees who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace harassment may be subject to disciplinary action up to and including termination of employment.

Similarly, volunteers who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace harassment may be subject to disciplinary action up to and including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

7.6 Employees and volunteers who are found to be at risk of engaging in harassing conduct or who have engaged in violent conduct may be subject to discipline, suspension or dismissal.

Remedial Action

The intent of this policy and procedures is to be remedial and not punitive. Remedial action can include professional counseling, coaching or training and will consider the following factors among others:

- The degree to which the incident undermines personal dignity, work relationships and working climate;
- Any record of previous offences, their nature and degree of severity;
- The effectiveness of the remedial measure in preventing repetition of the behaviour;
- The working relationship of the complainant and the harasser; and
- The effects of the discrimination or harassment on the complainant

Policy adopted by the Highland Hills Pastoral Charge Official Board on June 13th, 2012.

Signature: _____ *Carolynn Coburn* _____

Printed Name: Carolynn Coburn, Chairperson of the Official Board

Contact information: 705-286-1470 highhills@interhop.net

Occupational Health and Safety Act (OHSA)

VIOLENCE POLICY

1.0 DESCRIPTION

Highland Hills Pastoral Charge is a Pastoral Charge /ministry of The United Church of Canada conducting Christian ministry in the province of Ontario.

2.0 POLICY

2.01 Highland Hills Pastoral Charge takes a position of zero tolerance with regard to workplace violence. Should an employee perpetrate an act of workplace violence, Highland Hills Pastoral Charge will exercise measures in response to that employee's behaviour, up to and including termination of employment.

2.02 A centralized Harassment Education Advisory Response Team appointed by will address incidents of Workplace Violence by responding to incident reports, conducting investigations, decision making processes and prevention plans with the objective of promoting a safe and secure work environment for all employees.

3.0 DEFINITIONS

3.01 Highland Hills Pastoral Charge, in compliance with the *Ontario Occupational Health and Safety Act*, defines Workplace Violence as:

- a. *the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;*
- b. *an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker;*
- c. *a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker*

3.02 defines domestic violence as *the expression of physical force, an attempt to exercise physical force, or a threat to exercise physical force, that could cause physical injury and is perpetrated by one or more family members against one or more family members or significant other.*

3.03 Acts of Violence can include but are not limited to:

- Punching
- Pushing, Shoving
- Throwing an object at someone

- Pushing an object into someone
- Cutting
- Shooting
- Biting and Scratching
- Tripping others deliberately
- Attempts to do physical harm,
- Verbal threats with intent to cause physical harm

4.0 PURPOSE

4.01 The purpose of this policy is to implement policies, measures, procedures and programs to reduce, manage and prevent violence in order to foster an environment of safety and mutual respect at all levels of the organization between all employees, co-workers, contractors, visitors, congregants and volunteers.

5.0 PREVENTION

5.1 The Harassment Education Advisory Response Team will regularly disseminate information about violence in the workplace covering the following topics:

- Clearly displaying a copy of the Violence Policy in a central location accessible and visible to all employees, such as a bulletin board.
- Educating all employees and new employees/volunteers/Board Members, etc. on all aspects of the legislation including:
 - o What response is an employer required to provide all “workers” under this legislation?
 - o Risk factors for violence in the particular church or workplace
 - o How is your workplace vulnerable? How are your employees vulnerable?
 - o New employer obligations and new employee responsibilities under the act
 - o Definition of Violence
 - o Examples of workplace violence
 - o What to do if an incident of violence occurs in your workplace
 - o Other aspects of the legislation defined and explained:
 - Domestic Violence in the Workplace – duty to report, response to the victim, protecting other employees
 - Duty to advise workers
 - Organizational limits to confidentiality
 - Right of refusal to work
 - Employer response to a refusal to work
 - Notice of violence causing injury
 - Protection of evidence
 - o Emergency response procedures
 - o Duty of workers and supervisors to report

- o Personal liability
- o Corporate liability
- Providing written instructions on Workplace Violence procedures and measures.
- Regularly providing new and updated information to employees to ensure a consistent reinforcement of the importance of minimizing and preventing violence in the workplace.

5.2 Implement an ongoing prevention program that involves all workers' cooperation to minimize violence in the workplace and create a safe and secure work environment.

5.3 Implement annual "Workplace Violence and Harassment" surveys to identify risk factors and incidents.

5.4 Emphasize safety, dignity and respect as core values of The United Church of Canada.

5.5 Implement emergency procedures should violence or the threat of violence occur.

6.0 MEASURES

6.01 The Harassment Education Advisory Response Team will ensure risk assessments are implemented and will survey and assess workplace vulnerabilities annually through safety and procedural checklists relating to violence issues as well as employee surveys.

6.02 Results from risk assessments will be reviewed by the Harassment Education Advisory Response Team.

6.03 Highland Hills Pastoral Charge, through the Harassment Education Advisory Response Team, will take actions to address areas of risk identified in the assessments.

7.0 PROCEDURES

7.01 The Harassment Education Advisory Response Team will implement procedures, educate, investigate and respond to reports of violence as well as determine actions resulting from a decision.

Under the direction of the Harassment Education Advisory Response Team,

7.02 Written guidelines will be made available to employees explaining how to report violence, and the procedures that will occur once an incident has been formally reported.

7.03 Guidance and education will be given on how to respond to an incident of violence.

7.04 Employees will be advised of the right to refuse to work with a perpetrator or potential perpetrator of workplace violence.

7.05 Workers will have access to a list of whom to contact and the contact information of the Harassment Education Advisory Response Team and other relevant employees should an incident of violence occur.

The Harassment Education Advisory Response Team, will respond to incidents of violence by:

7.06 Ensuring the immediate and long term safety of all employees, as much as is possible under the circumstances.

7.07 Immediately contact the relevant authorities, such as 911, EMS, Police, Ambulance, Fire, etc., as required.

7.08 Complete and file a Violent Incident Report.

7.09 File a report with the Ministry of Labour, when required.

7.10 Provide appropriate resources and support to the victim(s), including facilitating access to necessary medical interventions.

7.11 Employees are encouraged to cooperate with the conducting of an investigation. This includes the accused, the victim and any witnesses.

7.12 The Harassment Education Advisory Response Team conducts a thorough investigation through the following steps:

- Informs the Presbytery that a workplace harassment investigation is taking place.
- Contacts all the necessary authorities regarding the incident (police, Ministry of Labour).
- Consults legal counsel for guidance as needed.
- Conducts interviews with complainants, accused and witnesses separately to obtain Incident Reports.
- Compiles all previous records of violence by the accused.
- Compiles police reports, if applicable.
- Compiles reports of the complainant.
- Compiles Statements and Response from the Accused.
- Reviews all documentation.
- Engages in a consensus decision-making process where applicable.
- Makes a decision and/or recommendations regarding the accused and/or the incident that can include mediation, discipline or termination, as well as other options.
- Shares decision with the Presbytery and other relevant staff who will determine final actions.

8.0 RESPONSE

8.1 Inform the accused of the judgment, support options and next steps.

8.2 Inform complainant of the judgment, support options and next steps.

8.3 Explain actions coming from the judgment to all relevant employees.

8.4 Employees who, with good intentions, provide information about actions they believe to be threatening or potentially violent will not be subject to disciplinary actions should an investigation prove their report to be unsubstantiated.

8.5 Employees who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace violence may be subject to disciplinary action up to and including termination of employment, subject to any relevant requirements of *The Manual* of The United Church of Canada.

Similarly, volunteers who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace violence may be subject to disciplinary action up to and including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

8.6 Employees who are found to be at risk of engaging in violent conduct or who have engaged in violent conduct may be subject to discipline, referral to professional program, suspension or dismissal.

Policy adopted by the Highland Hills Pastoral Charge Official Board on June 13th, 2012.

Signature: _____ *Carolynn Coburn* _____

Printed Name: Carolynn Coburn, Chairperson of the Official Board

Contact information: 705-286-1470 highhills@interhop.net