

# The Church of the Redeemer

## Anti-Harassment and Anti-Violence Policy

### Purpose

The Church of the Redeemer ("The Church") is committed to building and preserving a safe working environment for all staff. In pursuit of this goal, the Church of the Redeemer does not condone and will not tolerate acts of harassment and/or violence against or by any employee. It is also a violation of The Church's Anti-Harassment and Anti-Violence Policy for anyone to knowingly make a false complaint of harassment or violence, or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

### Workplace Anti-Harassment Policy

Our workplace anti-harassment policy is not meant to stop free speech or to interfere with everyday social relations.

However, what one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person knows, or should know, that the behaviour is unwelcome. Usually, harassment can be distinguished from normal, mutually acceptable socializing.

Harassment is offensive, insulting, intimidating, and hurtful. It creates an uncomfortable work environment and has no place in employee relationships.

**Personal harassment** is any unsolicited, unwelcome, disrespectful or offensive behaviour that has an underlying sexual, bigoted, ethnic or racial connotation and can be typified as:

- an implied or expressed threat of reprisal for refusal to comply with a sexually oriented request
- a demand for sexual favours in return for (continued) employment or more favourable employment treatment
- unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation and/or based on religion
- offensive jokes or comments of a sexual nature about an employee
- unwelcome language related to gender
- displaying of pornographic or sexist pictures or materials
- physical contact such as touching, patting, or pinching, with an underlying sexual connotation

**Racial or ethnic harassment** is defined as any conduct or comment which causes humiliation to an employee because of their racial or ethnic background, their colour, place of birth, citizenship or ancestry. Examples of conduct which may be racial or ethnic harassment include:

- unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin, colour, place of birth, citizenship or ancestry
- displaying racist or derogatory pictures or other offensive material

- insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment
- refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

### **Workplace Anti-Violence Policy**

The Church strictly prohibits violence in the workplace. We are committed to providing a safe and healthy work environment free from violence, threats of violence, harassment, intimidation and disruptive behaviour for all our employees. The Church firmly believes that, by working together with our staff, the risk of workplace violence can be minimized.

**Workplace violence** is defined as:

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

In the event that an employee is either directly affected by or is witness to any violence in the workplace, it is imperative for the safety of all staff of The Church of the Redeemer that the incident be reported promptly to the Incumbent or to one of the Board Chairs. All reports will be kept confidential and all reports will be investigated and dealt with appropriately.

Any staff member of the Church of the Redeemer who threatens, harasses or abuses another employee, or any other individual at or from the workplace will be subject to disciplinary action, up to and including termination of employment, and the pursuit of legal action. Violent action, threats and harassment are serious criminal offences, and will be dealt with appropriately.

### **Application of this policy**

This policy applies to all those working for the organization including staff, clergy, contract service providers, or volunteers. The Church will not tolerate personal harassment whether engaged in by staff, clergy volunteers or contract service providers of the organization.

All employees of The Church of the Redeemer are personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

### **Procedures for Reporting Discrimination or Harassment**

#### **Informal Procedure**

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to your supervisor, clergy or a Church Warden.

If you believe you have been personally harassed you may:

- confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop or
- discuss the situation with the harasser's supervisor, your supervisor or any other supervisor other than your own.

### **Formal Procedure**

If you believe you have been personally harassed you may make a written complaint. The written complaint must be delivered to the Incumbent or to one of the Board Chairs. Your complaint should include:

- the approximate date and time of each incident you wish to report
- the name of the person or persons involved in each incident
- the name of any person or persons who witnessed each incident
- a full description of what occurred in each incident

Once a written complaint has been received, The Church of the Redeemer will complete a thorough investigation. Harassment should not be ignored. Silence can, and often is, interpreted as acceptance.

### **Confidentiality**

**The Church of the Redeemer will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. The Church of the Redeemer will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.**

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by The Church of the Redeemer and will be proportional to the seriousness of the behaviour concerned.

### **Acknowledgement & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Anti-Harassment and Violence Policy of The Church of the Redeemer. I agree to adhere to this policy and will ensure that any employee working under my direction adhere to this policy. I understand that, if I violate the rules of this policy, I may face legal, punitive, or corrective action, up to and including termination of employment and/or criminal prosecution.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_