

The Church of the Redeemer Workplace Conduct Policy

A. Purpose

The Church of the Redeemer (“the Church”) is committed to building and preserving a safe working environment for all staff and volunteers. In pursuit of this goal, the Church does not condone and will not tolerate acts of harassment and/or violence against or by any employee or volunteer. It is also a violation of The Church’s Workplace Conduct 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 from employment.

B. Application of this Policy

This policy applies to all individuals working for or with the Church, including staff, clergy, contract service providers and volunteers. The Church will not tolerate harassment and/or violence whether engaged in by staff, clergy, contract service providers or volunteers.

All employees of the Church and its volunteers are personally accountable and responsible for enforcing this policy, must make every effort to prevent violent or harassing behaviour, and must take action immediately if they observe a problem or if a problem is reported to them.

C. The Policy

(a) *Harassment*

This 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 behaving in a certain way knows, or ought to know, that the behaviour is unwelcome. Usually, harassment can be distinguished from normal, mutually acceptable socializing.

Harassment is any unsolicited, unwelcome, disrespectful or offensive behaviour that is premised upon any ground prohibited by the Ontario *Human Rights Code*: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, or disability.

Examples of conduct which may constitute harassment include:

- unwelcome remarks, jokes, practical jokes, innuendo or taunting about a person's racial or ethnic origin, colour, place of birth, citizenship or ancestry, sexual orientation, gender identity, or mental or physical ability.

- displaying racist, homophobic, transphobic or other 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, sexual orientation, gender identity, mental or physical ability, or age

Workplace sexual harassment is defined as:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Examples of conduct which may constitute workplace sexual harassment include:

- 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 favorable employment treatment.
- unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation.
- 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.

(b) Workplace Violence

The Church strictly prohibits workplace violence. We are committed to providing a safe and healthy work environment free from violence, threats of violence, intimidation and disruptive behaviour for all our employees and volunteers. The Church firmly believes that, by working together with our staff and volunteers, 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 or volunteer is either directly affected by or is a witness to any workplace violence, it is imperative for the safety of all staff of the Church that the incident be reported promptly to the Incumbent or to one of the Board Chairs. All reports will be kept as confidential as possible and all reports will be investigated and dealt with appropriately.

Any staff member or volunteer of the Church who commits workplace violence will be subject to disciplinary action, up to and including termination of employment.

D. Procedures for Reporting Harassment or Workplace Violence

(a) Informal Procedure

Any employee or volunteer who believes that he or she has been harassed contrary to this policy may, when appropriate to do so, address the situation with the other individual, personally or in writing, by pointing out the unwelcome behaviour and requesting that it stop. Alternatively, any such employee or volunteer may, in all confidence and without fear of reprisal, personally report the situation directly to his or her supervisor, clergy, or to either Board Chair.

Any employee or volunteer who believes that he or she has been the victim of workplace violence should, in all confidence and without fear of reprisal, immediately report the situation directly to his or her supervisor, clergy, or to either Board Chair.

(b) Formal Procedure

If an employee or volunteer believes that he or she has been personally harassed or the subject of workplace violence, a written complaint may be lodged with the Church. The written complaint must be delivered to the Incumbent or to one of the Board Chairs. Any such complaint should include:

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

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

E. Confidentiality

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

Neither the name of the person reporting the harassment and/or workplace violence, nor the circumstances surrounding the situation, will be disclosed to anyone, unless such disclosure is

necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the Church and will be proportional to the seriousness of the behaviour concerned.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Workplace Conduct Policy of The Church. I agree to comply with this policy and will ensure that any employee working under my direction complies with this policy. I understand that, if I violate the rules of this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

April, 2019