1. **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.

1. **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.

1. **The Policy**
2. **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.

1. **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.

D. **Procedure for Reporting Harassment or Workplace Violence**

Any employee or volunteer who believes that they/she/he has been harassed contrary to this policy may, if comfortable in doing so, address the situation directly 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 should, without fear of reprisal, personally report the situation directly to their/her/his supervisor, clergy, to either Board Chair or to the Chair of the Human Resources Committee

Any employee or volunteer who believes they have been the victim of workplace violence should, without fear of reprisal, immediately report the situation directly to their supervisor, clergy, to either Board Chair (Wardens) or to the Chair of the Human Resources Committee. The complaint can either be verbal or in writing.

If a complaint is received, the person receiving the complaint shall ensure that both Board Chairs (Wardens) and the Incumbent are made aware of the complaint. The Board Chairs and the Incumbent shall ensure that the complaint is investigated as appropriate. The Human Resources Committee shall provide advice and support for the investigation. The investigation can be done either by members of the Human Resources Committee or by use of outside resources.

Where a supervisor, Board Chair or Chair of the Human Resource Committee is the subject of workplace harassment or workplace violence complaint, they will not participate in any decision making regarding the process or the outcome of the Complaint. If a Board Chair is the subject of a complaint, the other Chair along with the Incumbent will ensure that the complaint is managed appropriately

Complaints alleging sexual misconduct or complaints alleging harassment by a member of the clergy shall be immediately referred to the Canon Pastor of the Diocese of Toronto and shall be dealt with in accordance with the policies and procedures of the Diocese.

E. **Investigation Process and Confidentiality**

Both the complainant and the respondent will be treated fairly, respectfully, and sensitively in this process. Respondents will be presumed innocent pending the outcome of an investigation, will be given complete details of the complaint both verbally and in writing and will be provided with a full and fair opportunity to provide a response. The complainant will have the opportunity to respond to any new facts or issues raised by the respondent. The investigators may interview witnesses if appropriate and will take into account all information when coming to their factual conclusions.

The Church will make its best efforts to protect the privacy of the individuals involved. The Church will protect this privacy as long as doing so remains consistent with the enforcement of this policy, fairness to all parties and adherence to law.

The outcome of the investigation will be reviewed by the Wardens and the Incumbent and they will determine if follow up or remedial actions including any disciplinary action is appropriate. Any discipline will be proportional to the seriousness of the behaviour concerned. Mediation or other conflict resolution tools may be considered when determining the appropriate resolution.

November 2022