

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

The Church of St. Clement, Eglinton is committed to providing a safe work environment where all employees are treated with respect and dignity. Workplace violence & harassment will not be tolerated from any person, including all full and part-time employees, contractors, Wardens, volunteers, parishioners, and members of the public.

Workplace violence & harassment means 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.

### **Workplace Harassment**

Harassment is any type of behaviour which disregards the dignity and worth of other human beings as defined by law. It embarrasses and humiliates. Harassment is not defined by an individual's intention, but rather it should be known, or ought to reasonably be known to be offensive.

Unacceptable behaviour under the policy includes but is not limited to:

- Verbal abuse or threats
- Unwelcome remarks, jokes, innuendo or taunts about a person's body, race, colour, attire, marital status, sexual orientation, ethnic or religious origin, criminal record or disability
- Displaying or distributing offensive material
- Practical jokes which cause embarrassment
- Unwelcome invitations or requests
- Leering or other inappropriate gestures
- Inappropriate physical contact.

### **Workplace Violence**

The parish strongly believes in the prevention of workplace violence and is committed to a violence-free workplace in which all people respect one another and work together to achieve common goals. The parish does not tolerate violence or any unacceptable behaviour in the workplace against any of our employees, contractors, Wardens, volunteers, parishioners, or members of the public. This policy applies to all parish activities, whether remote, off-site, or on-site. The parish is committed to working with employees to maintain a workplace free from violence, threats of violence, harassment, intimidation, and any other disruptive behaviour.

This policy defines workplace violence as any unacceptable behavior included but not limited to:

- 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 it 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.

Unacceptable behaviour means physically or psychologically aggressive behaviours including but not limited to:

- hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting
- carrying or brandishing weapons of any sort
- throwing objects at an individual with a view to cause physical injury or fear
- destruction of workplace or co-workers' property
- threats or violence
- intimidating behaviour that causes the recipient to have a fear of physical violence
- obscene or harassing telephone calls

### **Compliance**

Compliance with this policy is mandatory and this policy is in accordance with all existing legislation and other policies and initiatives of the parish. Infractions of this policy will be considered to be misconduct and appropriate discipline will be imposed up to and including termination for cause.

Please note that the violence and harassment policy works in conjunction with the Diocese's Sexual Misconduct Policy.

### **Training**

Violence & harassment prevention training will be given to all employees & volunteers.

### **Procedures:**

1. If you believe that you are a victim of **workplace harassment** the next step is to immediately inform the person that you are not comfortable with their comments/ language/ actions and inform them to stop immediately. Also, report any incident of harassment to your supervisor or The Rector. If you feel you are a victim of **workplace violence**, your safety is paramount. Make sure that you immediately get to a safe environment and contact your supervisor or The Rector. All conversations are kept confidential. In situations of violence, however, confidentiality may be compromised in cases where it is perceived that imminent danger exists or in cases required by law.

2. In the case of harassment, if asking the person to stop immediately does not solve the issue, your supervisor will work with the two parties to bring about an appropriate solution. All conversations are to be kept confidential.
3. If the situation has not gained clarity and has not come to a conclusion, The Rector and Churchwardens, as employers of lay staff and the incorporation of the parish, will become involved with the situation.
4. Discipline may be imposed.
5. The decision of the parish Churchwardens and Rector will be final.
6. This policy should be read and understood in conjunction with the Diocese of Toronto's *Sexual Misconduct Policy*.

### **Responsibilities**

All Employees and volunteers are responsible for contributing to maintaining a safe workplace by refraining from behaviour that constitutes workplace violence or harassment. This will include;

- Completing risk assessment as required,
- Participating in education and training sessions when requested;
- Reporting any incidents of workplace violence or harassment or any other violation of this policy;
- Cooperating with and providing input into investigations regarding any alleged violation of this policy.

Supervisors: Supervisors are responsible for taking steps to ensure that our workplace is free from violence & harassment and for intervening if any violations of this policy occur. This will include;

- Complying with reporting, investigation and documenting procedures.
- Promoting and encouraging reporting of workplace harassment or other violations of this policy.
- Seeking advice and assistance from the Churchwardens and Rector in dealing with and resolving the situation.

Churchwardens and The Rector: Churchwardens and The Rector are responsible for providing guidance and support to all employees in interpreting and understanding this policy. This will include;

- Ensuring that employees are trained in recognizing and responding to situations involving workplace harassment.
- Ensuring that every incident of workplace harassment is reported, investigated, and documented.
- Ensuring confidentiality is maintained at all times, unless legislation dictates otherwise or imminent danger exists.