

METOCHOS WORKPLACE NON-HARASSMENT POLICY

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Appendix – Saskatchewan Standards for Harassment Policy

1.0 Policy

Metochos Ministries is committed to providing a safe and respectful work environment for all employees, contractors and consultants. It is the policy of the Ministry that no individual will be subjected to harassment on the basis of race, gender, religious or political beliefs, colour, physical or mental disability, marital or family status, age, ancestry, place of origin, criminal conviction for which a pardon has been granted, source of income, sexual orientation, or any grounds prohibited by applicable federal or provincial regulations. In addition, personal harassment which involves unwelcome disrespectful behavior that is demeaning or embarrassing is prohibited.

1.2 Application

This policy applies to all employees, campers and volunteers in the service of Metochos including temporary, contract, and prospective employees. This policy also applies to suppliers, contractors, and consultants in their dealings with Metochos. For the purposes of this policy, the workplace is defined as any place where Metochos business is conducted and also includes Metochos functions.

1.3 Definitions

For the purposes of this policy, harassment is defined as unwelcome or unsolicited physical or verbal conduct in the workplace because of age, race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, and sexual orientation which has the effect of:

1. interfering with an individual's work performance or results in creating an uncomfortable, intimidating, hostile, or offensive work environment;
2. resulting in a change in some condition or term of employment;
3. denying individual rights and dignity; or

4. harassment which has the above effects and includes, but is not limited to:
 - written or verbal abuse, acts or threats of violence, including intimidation and or coercion, offensive actions, insults, derogatory remarks or jokes;
 - offensive cartoons, software, pictures, graffiti, drawings, or printed material;
 - racial or ethnic slurs, name calling, teasing;
 - sexual harassment such as unwanted comments, gestures, touch, or contact of a physical or sexual nature, such as sexual advances, requests for sexual favours, or other unwanted conduct of a sexual nature which is likely to cause offence or for which submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; and
 - any other unwanted or offensive behaviour which results in loss of individual rights and dignity.

1.4 Responsibility of Leaders

It is the legal and moral responsibility of the Metochos to provide a harassment-free work environment.

It is the responsibility of every Team Leader to:

1. Ensure the workplace is free from harassment by addressing any behaviour that may potentially be deemed harassment, regardless of how this behavior is brought to the attention of Metochos, and investigate any complaints;
2. Inform all new and existing employees, contractors, suppliers and consultants of Company policy and procedures in dealing with harassment;
3. Treat each complaint in a serious and confidential manner;
4. Support complainants and alleged harassers in dealing with the stress related to harassment.
5. Speak out or intervene when witnessing harassment; and
6. Consult with other resources, as appropriate.

Failure to take prompt and appropriate action in the event of a complaint of harassment could result in the Metochos, its officers and directors, and person or persons involved becoming liable under applicable human rights legislation. As well the individual could be subject to potential internal disciplinary action.

1.5 Responsibility of Individuals

Each individual is responsible to treat co-workers in a way that respects individual differences and demonstrates mutual respect and consideration. An individual who believes he or she has been

subjected to harassment should advise the person or persons responsible that the behavior is unwelcome and ask that it stop.

An individual who has been asked to stop harassing behavior has the responsibility to stop that behavior immediately, even if they do not consider their behavior to be harassment. Failure to stop the behavior once asked to may result in disciplinary action up to and including termination of employment.

If the behavior continues or if the individual is uncomfortable approaching the person or persons, then the individual should contact the Camp Director or the Personnel Director and file a complaint.

Individuals should keep a written record of the incident including what happened and what their response was, persons involved, dates, times, places and possible witnesses, if any.

An individual who witnesses harassment is expected and strongly encouraged, either formally or informally to bring this matter to the attention of Metochos staff or a member of the Board. By doing so, individuals can help ensure that the workplace is harassment-free.

If this is not sufficient, an individual also has the right to contact:

Saskatchewan Human Rights Commission
3rd Floor, 1942 Hamilton Street
S4P 3V7
1-800-667-8577

1.6 Complaint Procedure

a) Formal Procedure

Individuals are encouraged to seek advice and coaching to resolve harassment as quickly as possible. Advice in responding to harassing behavior can be obtained by contacting either the Director or Personnel Director.

1. If harassment continues or if an individual makes a formal complaint, an immediate and confidential investigation will be conducted. During the investigation the alleged harasser may be reassigned or suspended temporarily.

Only those individuals who are required to be involved in the investigation will be made aware of the complaint. In all cases where a formal complaint has been received the Personnel Director will be advised.

As an investigation can be hampered by hearsay and rumour, all parties are requested to maintain confidentiality and support the

investigation process. Upon resolution parties are requested to maintain confidentiality.

2. Complaints of harassment will be investigated immediately. Should unavoidable delays be encountered the complainant will be informed.
3. In all cases the alleged harasser will be informed of a complaint and have an opportunity to respond.
4. The results of the investigation will be communicated to the complainant and alleged harasser in writing.
5. Disciplinary action, up to and including termination of employment of an employee for cause, will be based on the results of the investigation, the severity of the complaint, and whether the harasser has any incident record related to harassment.
6. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
7. If an individual feels that their complaint is not being handled in a satisfactory manner they are encouraged to contact an alternate Board Member,

1.7 Protection Against Intimidation or Retaliation

An individual who makes a complaint, gives evidence or assists in any way in an investigation or in resolution of a complaint of harassment will be protected from intimidation or retaliation regardless of the results of the investigation.

Retaliation includes: harassment, demotion, unwanted transfer, denial of opportunities within the Company, or termination that is related to an individual's involvement in the complaint process.

Any attempt at intimidation or retaliation against anyone who reports suspected harassment is a violation of human rights legislation and Company policy and will result in disciplinary action.

1.8 False Complaints

All complaints brought forward will be treated in a serious and respectful manner. Upon full investigation, any complaint deemed deliberately false, malicious or vindictive will be subject to disciplinary action up to and including termination of employment for cause, or any other action as appropriate.

1.9 Zero Tolerance

METECHOS has a policy of zero tolerance with respect to Harassment as described here. We urge anyone with questions, or who believes they are being harassed, to contact your Board of Directors or Resource Person.

Appendix– Saskatchewan Standards for Harassment Policy

Harassment

Every employer is required to implement a policy to prevent harassment in the workplace.

Harassment can lead to stress, ill health and sometimes injury. When it does occur, harassment is a serious problem in the workplace.

The Occupational Health & Safety Act, 1993 defines harassment as "any objectionable conduct, comment or display by a person that:

- ? is directed at a worker
- ? is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin and
- ? constitutes a threat to the health or safety of the worker"

All employers must develop, in consultation with the occupational health committee, a written policy to prevent harassment in the workplace. Employers must implement that policy and post it in the workplace.

The harassment policy must include:

- ? a definition of harassment that includes the one above
- ? a statement that every worker is entitled to employment free from harassment
- ? a commitment that the employer will make every reasonable effort to ensure that no worker is subjected to harassment
- ? a commitment that the employer will take corrective action about any person under the employer's direction who subjects any worker to harassment
- ? an explanation of how complaints of harassment may be brought to the employer's attention
- ? a statement that the employer will not disclose the name of a person complaining or an alleged harasser or the circumstances of the complaint unless required by law
- ? reference to the parts of the Act dealing with harassment
- ? the worker's right to ask an occupational health officer to resolve a complaint
- ? reference to the parts of *The Saskatchewan Human Rights Code* dealing with discriminatory practices and the worker's right to complain to the Saskatchewan Human Rights Commission
- ? a description of the steps the employer will take to inform both sides about the results of the investigation and
- ? a statement that the employer's harassment policy is not intended to discourage or prevent the person complaining from exercising any other legal rights under to any other law

The Occupational Health and Safety Division has a [generic policy](#) that employers may use or adapt for their workplace.