



Immanuel CRC Violence and Harassment in the Workplace Policy

Immanuel CRC is committed to building and preserving a safe, productive and healthy working environment for its employees and volunteers based on mutual respect. In pursuit of this goal, Immanuel CRC does not condone and will not tolerate acts of violence or harassment against or by an Immanuel CRC staff member or volunteer. Together we strive to create an environment in our church that protects each person's dignity and ensures his/her safety so that all may grow and mature as the Creator intended.

Immanuel CRC staff members and volunteers are personally responsible for enforcing this policy and should make every effort to prevent discrimination, violence or harassing behaviour and to intervene if they observe a problem or if a problem is reported to them.

Individuals who make a complaint about another person and who act in good faith, will be protected from reprisals of any kind. It is understood that the person(s) receiving the complaint must keep the information confidential and agree that no identifying information will be shared about the person making the complaint unless disclosure is necessary for investigation.

Immanuel CRC is prepared to take appropriate disciplinary action against any staff member or volunteer found to have been behaving in a violent or harassing manner. If it is determined that an Immanuel CRC staff member or volunteer has been involved in violence or harassment of another staff or volunteer, immediate disciplinary action will be taken.

Definitions:

Violence is the exercise of or the attempt to exercise, physical force that causes physical injury to another individual. Violence is also a statement or behaviour that is reasonable for an individual to interpret as a threat to exercise physical force against their person.

Harassment is any unwanted physical or verbal conduct (in person or through social media) that offends or humiliates. Harassment is a type of discrimination; it can take many forms, such as:

- threats, intimidation, or verbal abuse;
- unwelcome remarks or jokes about subjects including race, religion, disability, sexual orientation, gender identity or age;
- displaying sexist, racist, or other offensive pictures or posters;
- sexually suggestive remarks, gestures or solicitation;
- unnecessary physical contact, such as touching, patting, stroking, pinching or punching;
- physical assault, including sexual assault.

Violence and harassment can consist of a single incident or several incidents over a period of time.

Violence or harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome



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If you have been a victim of violence or harassment

Report it! – there are several steps you can follow

- Make it clear to the violator that his/her actions are not welcome
- Document your case. Keep a written record of the incidents, including times, places and witnesses;
- Contact Human Resources or your Safe Church team regarding such behaviour in the workplace¹;
- If you are harassed by a worker², contact Human Resources or your Safe Church Team;
- If you are not satisfied and feel your complaint did not receive appropriate action, and the harassment is based on one of the eleven grounds of discrimination³ prohibited under the *Canadian Human Rights Act*, you may file a complaint with the *Human Rights Commission*.

Contact Info

Human Resources – humanresources@immanuelcrc.ca

Safe Church Team – SafeChurch@immanuelcrc.ca

¹ Workplace – is not only limited to where the charity works. It could also include vehicle while in transit, a home-office for those who work at home.

² Worker – A person who performs work or supplies services for monetary compensation. This also encompasses directors, volunteers and independent contractors.

³ The prohibited grounds of discrimination are race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics and disability



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