

Central United Church  
131 Main Street Unionville North  
Unionville, Ontario  
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## **HARASSMENT AND WORKPLACE VIOLENCE POLICY**

### **Purpose**

Central United Church is committed to providing a safe workplace and will not tolerate any behaviour by its members, lay and Order of Ministry staff, or elected members that constitutes harassment or violence of any kind. Harassment and violence are prohibited by federal and provincial law.

### **Policy**

Central United Church is committed to providing a safe, harassment- and violence-free environment for worship, work and study. Complaints of harassment or violence will be taken seriously and dealt with in a spirit of compassion and justice.

Violence is defined broadly as:

- The exercise of physical force by a person against a worker in a workplace that causes, or could cause, injury;
- An attempt to exercise physical force by a person against a worker in a workplace that could cause physical injury;
- A statement or behaviour that 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.

Harassment is defined as any unwanted physical, sexual, or verbal conduct that is known, or ought reasonably to be known, to be unwanted and is a form of discrimination. Harassment may involve a wide range of behaviours, from verbal innuendo and subtle suggestions to overt demands and physical abuse.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply.

It is the responsibility of all staff to raise concerns about harassment, violence and discrimination. It is also the responsibility of all staff to respond to harassment, violence and discrimination.

### **Procedures**

1. Harassment and violence are unacceptable and will not be tolerated.
2. All complaints of harassment or violence will be taken seriously and will be investigated.

3. Investigations will be conducted by the Ministry and Personnel Committee.
4. Each stage in dealing with a case of harassment or violence needs to minimize further distress for the complainant and involve as few people as possible. Every effort will be made to maintain confidentiality to the extent possible.
5. Upon the conclusion of the investigation, the Ministry and Personnel Committee will review the information gathered, take appropriate actions and respond to the complaint.

Policy adopted by the council of Central United Church on February 4, 2014.