



ANTI-HARASSMENT POLICY

POLICY STATEMENT

Commanda Community Centre is committed to ensuring a place free of harassment, bullying, and discrimination. In pursuit of this, Commanda Community Centre will not tolerate any harassment, bullying, or discrimination within the centre. Commanda Community Centre is further committed to investigating any complaints regarding harassment, bullying, and/or discrimination, using the method of progressive discipline, up to and including the point of termination of volunteer roles for the perpetrator(s).

Canada's Criminal Code specifically lays out matters such as violent acts, sexual assault, threats, and behaviours such as stalking. In the event of any of the above, Commanda Community Centre will immediately contact the police.

DEFINITIONS

Harassment is defined by the *Ontario Occupational Health and Safety Act* as "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." This definition includes sexual harassment, personal harassment, psychological harassment, and bullying.

Harassment at the centre does not include reasonable actions taken by a board member relating to the management or direction of volunteers in the workplace.

Note that this Anti-Harassment Policy is administered in conjunction with Commanda Community Centre's Human Rights Policy and includes freedom from discrimination under any of the grounds established by the *Ontario Human Rights Code*, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy), sexual orientation, gender identity, gender expression, age (18 and over), marital status (including same sex partners), family status, disability, and record of offences.

Common harassing behaviours can include (but are not limited to):

- Rumour spreading;
- Slander/libel;
- Jokes about sex;
- Email chains with jokes about specific individuals;
- Email chains with unrelated topics to the nature of the work;
- Excluding individuals from work-related activities;
- Reviewing work unfairly or trivial fault-finding; and
- Belittling behaviour or comments.

Harassment can either occur over a period of time, or in a specific instance, depending on the specific situation.



POLICY

Commanda Community Centre encourages any of its volunteers who witness or who are victim to harassment, bullying, or discrimination to bring forward the information as soon as possible so that an investigation may immediately commence.

In pursuit of a harassment-free environment, Commanda Community Centre is committed to fully preventing and/or addressing any instances of harassment, including sexual harassment, by:

- Providing education and training in order to ensure that all volunteers understand their rights and responsibilities regarding harassment;
- Ensuring that supervisors understand how to respond to incidents of harassment, including how to collect information, how to take action, how to deal with confidentiality, how to document, and how to keep records;
- Methodically monitoring or adjusting Commanda Community Centre's systems for any barriers, including any barriers regarding any protected grounds laid out in *the Ontario Human Rights Code* and Commanda Community Centre's Human Rights Policy;
- Reviewing their Anti-Harassment program with the Board of Directors, as appropriate;
- Providing a procedure for complaints (outlined below) that is fair, timely, and effective; and
- Ensuring to promote appropriate standards of conduct.

This policy also prohibits any person at Commanda Community Centre who is in a position to be able to grant or deny a benefit to another volunteer from sexually soliciting or making advances on that person. This could include co-volunteer to co-volunteer, or board members to volunteer. Further, any reprisals for the rejection of these advances are not permitted.

Commanda Community Centre will also not permit the creation of a poisoned work environment, as created by comments or any forms of conduct that are known to be unwelcome. Commanda Community Centre will investigate all complaints in order to prevent this poisoned environment.

In addition, any volunteers who experience harassment while in the course of work for Commanda Community Centre have the right to file a complaint without any fear of reprisal. Commanda Community Centre will ensure that an investigation is conducted into any incidents or complaints of workplace harassment, as appropriate.

Volunteer and Board Responsibilities

All Commanda Community Centre volunteers have the responsibility to adhere to the contents of this policy and refrain from enacting or condoning any form(s) of harassment. Further, all volunteers have the responsibility of fully cooperating in any investigations into complaints of harassment.

All Commanda Community Centre board members have an additional responsibility of acting immediately upon either receiving a complaint of harassment or witnessing it themselves. Board Members are responsible for the creation and maintenance of a harassment-free place to

COMPLAINT PROCEDURE:

At the Commanda Community Centre, complaints regarding harassment, bullying, or discrimination may be brought forward to:

- One of the corporation officers,
- if one of them is not available, an alternate report may be made to any director if either of the above are the alleged harasser(s).
- Immediately upon receipt of a complaint, an investigation will be started and additional information and context will be sought. The investigation may include:
 - A review of the details of the incident;
 - Separate interview(s) with the parties involved and any witnesses;
 - Examination of any relevant documents, emails, notes, photographs, or video;
 - A decision about whether the complaint constitutes workplace harassment;and
 - The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings
- Commanda Community Centre will take appropriate measures to ensure that volunteers and/or witnesses involved in filing the complaint are protected, as necessary. This may include temporary reassignments or shift changes. Commanda Community Centre will ensure that these changes do not penalize any volunteer who brought forward a complaint, or any witness to the complaint.
- Commanda Community Centre will not disclose any information regarding a complaint of harassment (including any identifying personal information of any of the individuals involved), unless the disclosure, if necessary. The disclosure may become necessary for the purposes of investigating the complaint, taking disciplinary action, or as required by law;
- The volunteer who disclosed the complaint, as well as the alleged harasser (provided they are both volunteers of Commanda Community Centre), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.

Any reports resulting from an investigation into complaints of harassment, discrimination, or bullying are not considered to be Occupational Health and Safety reports and will not be shared with the committee or the representative.

Note: This policy will be in written form and posted in a conspicuous place at Commanda Community Centre. It will be reviewed as often as necessary, but at least annually.

Approved by the Board of Directors, on May 7, 2024.

President, Tom Marchant, 

Secretary, Ron Philips, 

Treasurer, Jonathan Harris, 

Director, Jennifer Blender, 

Director, Bob Meister, 

Director, Renée White, _____