

Dundas Street Centre United Church Policy Manual

Section: E. Human Resources

Title: **Harassment**

Policy #: B-04

Approved/Amended: Feb. 16, 2014

Referral Committee: Ministry and Personnel Committee

1.0 DESCRIPTION

Dundas St. Centre United Church (DSCUC) is a Pastoral Charge of The United Church of Canada conducting Christian ministry in the province of Ontario.

2.0 POLICY

DSCUC takes a position of zero tolerance with regard to workplace harassment. No United Church employee or any other individual affiliated with The United Church of Canada under any circumstance is allowed to exhibit harassing behaviour toward others, including but not limited to employees, congregants, volunteers, visitors, consultants, service providers or any other third parties.

Should an employee perpetrate an act of workplace harassment, DSCUC will exercise measures in response to that employee's behaviour, up to and including termination of employment, subject to any relevant requirements of *The Manual* of The United Church of Canada.

Similarly, should any volunteer perpetrate an act of workplace harassment, DSCUC will exercise measures in response to that person's behaviour, up to and including removal from office or membership, subject to any relevant requirements of *The Manual* of The United Church of Canada.

3.0 DEFINITIONS

3.1 DSCUC, in compliance with the Occupational Health and Safety Act, defines Workplace Harassment 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 of Workplace Harassment does not apply to reasonable challenges to work performance or negative job-related feedback. Extremely inappropriate or harmful delivery of criticism or expectations may meet the criteria of harassment. Workplace behaviour that includes inappropriate sexual comments or conduct is included in the definition of workplace harassment.

3.2 Examples of workplace harassment can include, but are not limited to:

- Inappropriate or unwanted touching
- Intrusive invasions of personal space
- Inappropriate jokes (i.e., jokes made at the expense of others including but not limited to race, gender, weight, sexual orientation, or hair colour such as “dumb blond”)
- Pranks
- Flirtatious comments
- Damaging personal property or threats to do so
- Vandalism
- Graffiti
- Pornographic pictures or websites
- Lewd remarks made verbally or electronically
- Shunning
- Scapegoating
- Derogatory comments that are hurtful
- Patronizing or condescending remarks or behaviour
- Humiliating comments
- Abuse of authority that undermines someone’s performance or threatens his or her career
- Seductive behaviour
- Pounding the wall, desk
- Yelling
- Stalking

- Setting someone up to be unsuccessful, i.e., providing wrong instructions on purpose
- Inappropriate or unfounded threats, i.e., “If you don’t come out drinking with us the company may not see you as a team player and who knows what that will do to your career.”
- Extremely inappropriate emails or social networking activities affecting other workers

4.0 PURPOSE

The purpose of this policy is to implement policies, measures, procedures and programs to reduce, manage and prevent harassment in order to foster an environment of safety and mutual respect at all levels of the church among all employees, co-workers, contractors, visitors, congregants and volunteers.

5.0 PREVENTION

5.1 DSCUC through the Ministry and Personnel Committee will implement an ongoing prevention program that involves all workers’ cooperation to minimize harassment in the workplace and create a safe and secure work environment.

5.2 DSCUC will emphasize safety, dignity and respect as core values of The United Church of Canada.

5.3 DSCUC through the Ministry and Personnel Committee will implement safety and security responses should harassment or the threat of harassment occur.

6.0 MEASURES

6.1 DSCUC through the Ministry and Personnel Committee will ensure risk assessments are implemented and will survey and assess workplace vulnerabilities annually through safety and procedural checklists relating to harassment issues as well as employee surveys.

6.2 Results from risk assessments will be reviewed and areas identified to be of concern must be reported to the Unified Board.

6.3 DSCUC will take actions to address areas of risk identified in the assessments.

7.0 PROCEDURES

7.1 DSCUC designates the Ministry and Personnel Committee to be responsible for ensuring compliance regarding form completion and procedures within this Pastoral Charge.

7.2 DSCUC will provide workers with a list of whom to contact should an incident of harassment occur.