



THE FRIENDS OF PRESQU'ILE PARK

POLICIES & PROCEDURES

Policy Name: HARASSMENT POLICY

Reference: 004

Effective Date: May 25, 2013

Revision Date:

POLICY

The Friends of Presqu'ile Park want to ensure that all members, volunteers, employees and the public operate in a climate of understanding, cooperation and mutual respect in an environment that is free of harassment, discrimination and violence. All members, volunteers, employees and the public have the right to be treated with fairness, dignity and respect and are expected to treat all others in the same manner.

The Friends of Presqu'ile Park will not tolerate behaviour that constitutes harassment. The Board of Directors will provide for a prompt and fair investigation of any complaint or concern receiving input from all parties involved, and determining appropriate action.

DEFINITIONS

Harassment is any unwelcome or objectionable, physical, visual or verbal conduct, comment or display that is insulting, humiliating or degrading to another person or creates an intimidating, hostile or offensive environment based on race, ethnicity, language, age, sex, sexual orientation, religious beliefs, disability or any kind of discrimination which is prohibited by law.

PROCEDURES

1. Any individual who believes they are being harassed should inform the other person (s) involved that the behaviour is unwelcome and ask them to stop.
2. Any individual who feels they have been subjected to harassment or discrimination must inform the appropriate supervisor or any Director who will prepare a record of the details of the incident.



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3. The privacy of the individuals involved will be respected. An investigation will be undertaken immediately along with any steps necessary to resolve the problem. Once all relevant information and interviews have been gathered, it will be reviewed by a sub-committee of the Board to determine whether harassment has taken place. The sub-committee will be tasked with determining appropriate sanctions, if required.
4. The complainant will be advised of the results of the investigation by the chair of the sub-committee.
5. This policy will be made available to all members, volunteers, employees and the public by posting on the Friends of Presqu'ile Park website. If the Friends of Presqu'ile Park has six or more paid employees working at any one site, the policy must be posted at that site.
6. Malicious and bad faith complaints will be considered a violation of this policy.
7. This policy must be reviewed annually to ensure compliance with the Ontario Occupational Health and Safety Act (Section 3.2.0.1) and the Ontario Human Rights Code (R.S.O.1990, Chapter H 19).
8. Nothing in this policy will limit an individual's right to contact the provincial Human Rights Commission to file a complaint of harassment.