



Northwood United Church

Workplace Violence and Harassment Policy

To be reviewed annually at Annual General Meetings



Purpose

- **The United Church of Canada is committed to providing safe environments for work, worship, and study that are free from discrimination, harassment, and violence.**
 - The church will not tolerate any behaviour by any person – including but not limited to its members, adherents, lay employees and ministry personnel, and elected members or volunteers – that constitutes harassment, or is violent or threatens violence
 - Harassment and violence in the workplace are prohibited by general and provincial law and the laws of the church.
 - Allegations and accusations that appear to break laws as above will be reported to police.



Policy

- All complaints of harassment or violence toward anyone in the church will be taken seriously and dealt with in a spirit of compassion and justice.
- It is everyone's responsibility to raise concerns about harassment, violence, and discrimination within the workplace.
- It is also everyone's responsibility to take steps to address harassment, violence and discrimination in the workplace.



Procedures

- All complaints of harassment or violence will be taken seriously and will be investigated.
- If you experience or witness violence, call 9-1-1. Once everyone is safe and medical care is provided or sent for, the regional council executive minister or designate should be notified of the incident.
- If the complainant is able to do so, they should communicate directly with the person behaving inappropriately, to tell them their behaviour is unacceptable to the complainant.
- If the behavior does not stop or the complainant is unable to speak to the respondent (person behaving inappropriately) then a complaint should be provide in writing, with pertinent details such as date, location, any witnesses, and description of incident.



Procedures - continued

- A written complaint should be sent to the appropriate Region resource, who will assess the complaint and the applicability of this policy.
- Other processes may be recommended, such as mediation, facilitated conversation, or other forms of dispute resolution.
- The complaint will be provided to the respondent at the earliest possible opportunity by the Region resource or appointee.



Procedures - continued

- Pastoral care will be offered to the parties
- The Region resource will assign an investigator to the complaint.
- The investigator will meet with the parties to the complaint in person; if there are witnesses, conversations may be conducted in person or by phone.
- Investigator will provide a report with recommendations to resolve the complaint.



Procedures - continued

- The report will be provided to the Region resource, who will then communicate the resolution/recommendations as appropriate to the parties and the pastoral charge or faith community.
- The parties will be provided with information about the outcome as appropriate.
- Personal information will not be provided about any party, and all information will be held in confidence as much as possible, while still ensuring fair process.