APPENDIX 1.8

HARASSMENT AND WORKPLACE VIOLENCE PROCEDURE POLICY

Purpose

Grace United Church remains committed to preventing violence and harassment in the workplace, regardless of its form, including, but not limited to: racial, ethnic, sexist, homophobic or transphobic harassment and workplace violence. This procedure outlines how violence and harassment in the workplace are prevented as per Ontario Bill 168.

Scope

This procedure covers the policies, risk assessment and procedures to prevent violence and harassment for workers of Grace United Church, Sarnia, Ontario with respect to their activities with members & adherents of the church, and with other church staff members.

Procedures

Harassment and Workplace Violence Policy

The United Church of Canada's policy is available in the *Human Resources Policy Manual* at www.united-church.ca/files/handbooks/hr_manual.pdf. Refer to policy 3.4: Harassment and Workplace Violence. The policy is reviewed with Grace United Church staff and is posted in the church office.

Holy Manners and Faithful Footsteps

Church staff, members and adherents of the church follow the United Church policies on Holy Manners and Faithful Footsteps as a guide for how Church members or members of the public treat each other in the course of Church functioning.

Risk Assessment on Harassment and Workplace Violence

A workplace risk assessment will be completed by Grace United Church staff once every two years using the Workplace Risk Assessment Template. The completed template will be reviewed with council and staff and will be filed.

Action plans will be developed and tracked to completion with the appropriate committees for identified areas of improvement arising from the workplace risk assessment.

Workplace Violence and Harassment Program

Procedures will be developed and amended as required:

1 - To control identified risks arising from the risk assessment
2 - For summoning immediate assistance if or when an incident occurs

Violence and Harassment Reporting

Concerns about potentially imminent violence or the threat of violence should be reported by calling the police (911). Additional procedures for handling an incident are outlined in the Grace United "**Occupational Health and Safety Procedures "**. Once any urgent threat is removed,

report concerns about violence or the threat of violence to the M&P contact. Concerns about harassment should be reported to the M&P contact. The M&P Contact will call for an immediate M&P Committee meeting (e.g. within one week) to decide on an investigation process. Consideration will be given to inviting the Conference Personnel Minister to such a meeting to provide advice/guidance.

Responsibilities

Employer (Grace United Church Council, on behalf of the congregation) – provides a safe workplace and will not tolerate any behaviour by its members & adherents, 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. Ensures risk assessments and procedures are in place to prevent harassment and workplace violence.

Workers – identify areas of concern in workplace safety and promptly report any concerns about harassment or violence

Glossary

Harassment is defined as any unwanted physical, sexual, or verbal conduct that is known, or ought reasonably to be known, to be unwanted. 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.

Workplace violence is:
(a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
(c) a statement or behaviour that it 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 to the worker.

Worker – anyone who has entered into, or is employed under, a contract of service or apprenticeship with Grace United Church Council. Generally, it is Grace United Church Council who sets the nature and place of work, when and how it is performed. Temporary, part-time and full-time workers are covered.