

# EXETER UNITED CHURCH



*Open Arms,  
Open Hearts,  
Open Spirit*

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## ***Workplace Violence and Harassment Policy- November 2019***

### ***Purpose***

***Exeter United Church is committed to providing safe environments for work, worship, and study, free from 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 federal and provincial law and the laws of the church.

### ***Policy***

All complaints of harassment or violence toward anyone within the church—including lay employees or ministry personnel, and elected members or volunteers—will be taken seriously and dealt with in a spirit of compassion and justice.

**Harassment** is defined as any unwanted physical, sexual, or verbal conduct that is known or ought reasonably to be known to be unwanted, and is a form of discrimination. Harassment may involve a wide range of behaviour, from verbal innuendo and subtle suggestions to overt demands and physical abuse, and it includes psychological harassment.

**Sexual harassment** is defined as any attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to punish a refusal to comply.

**Violence** is defined as the exercise of physical force or attempt to cause physical force by a person against a worker in a workplace that causes or could cause injury. It also includes statements or behaviours that it is

reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury.

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***

1. All complaints of harassment or violence will be taken seriously and will be investigated.
2. If the person complaining (the complainant) is able to do so, they should communicate directly with the person who is behaving inappropriately, to tell them that their behaviour is unacceptable and is being experienced as unacceptable by the complainant.
3. If the behaviour does not stop or the complainant is unable to speak to the respondent (the person behaving inappropriately), then a complaint should be provided in writing, to the Chair of the Ministry and Personnel Team and the Chair of the Leadership Team, with details as to the date of the incident(s), location, any witnesses, and a description of the incident(s).
4. The representatives of the Ministry and Personnel Team and Leadership Team will assess the complaint and the applicability of this policy to respond to the complaint. If there are other processes available to address the complaint, those may be recommended. Such other options could include mediation, a facilitated conversation, or other forms of dispute resolution.
5. The complaint will be provided to the respondent at the earliest possible opportunity by the Chair of the Ministry and Personnel Team and the Chair of the Leadership Team
6. If the complaint is not able to be resolved to the satisfaction of the involved parties, or if the complaint is being made about the Chair of the Ministry and Personnel Team or the Chair of the Leadership Team, the complaint should be sent to the appropriate regional executive minister where the incident occurred.
8. The regional executive minister will inform the executive or sub-executive of the region that a complaint has been received. The regional executive minister will also inform the pastoral charge or faith community that a complaint has been made, and of the process to be used to address the complaint.
9. Pastoral care will be offered to the parties.

10. The regional executive minister will assign an investigator to the complaint in consultation with the appropriate staff person in the Office of Vocation.

11. The investigator will meet with the parties to the complaint in person; if there are any witnesses, conversations with the witnesses may be conducted in person or over the phone.

12. The investigator will prepare a report with recommendations to resolve the complaint, and the report will be provided to the regional executive minister, who will communicate the resolution and recommendations, as appropriate, to the parties and to the pastoral charge or faith community.

13. The parties will be provided with information about the outcome as appropriate in the circumstances. Personal information will not be provided about any party, and all information will be held in as much confidence as is possible while still ensuring fair process.

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