

Huron Shores United Church  
**Workplace Anti-Harassment Policy & Procedure**  
January 30, 2023

**Theological Statement**

The United Church of Canada and Huron Shores United Church believe that all people are created in God's image and all people deserve the same human rights and freedoms.

**Policy Statement**

- 1) Huron Shores United Church (HSUC) is committed to addressing workplace harassment.
- 2) The HSUC Anti-Harassment Policy and Procedure applies to a employees, congregants, adherents, and members of the public.
- 3) Employees will not be penalized for reporting harassment or participating in a workplace harassment investigation.
- 4) All harassment complaints whether formal (written) or informal (spoken) will be investigated by Huron Shores United Church.
- 5) Harassment complaints will not be disclosed and held in strictest confidence except to the extent necessary to protect the employee, to investigate an incident, to take corrective action, or as otherwise required by law.

**Definition**

Workplace Harassment: 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.

**Procedure**

- 1) Employees are encouraged to report workplace harassment to the Ministry and Personnel Team (M & P) Chair. If the complaint is against the M & P Chair, the employee may report the incident(s) to any HSUC Council member with whom the employee feels safe.

- 2) The individual who receives the complaint is responsible to report the incident to the HSUC Council Chair within one business day. If the complaint is against the HSUC Council Chair, the individual will report the complaint to the M & P Chair.
- 3) Upon receipt of a harassment complaint, it will be considered confidential and will only be disclosed to the M & P Chair and/or the HSUC Council Chair until an investigation is launched.
- 4) Within three business days, the HSUC Council Chair and/or M & P Chair will convene an ad-hoc investigation team of two or three HSUC Council members who are impartial with respect to the complaint.
- 5) The investigation team will attempt to resolve the harassment complaint using an informal resolution process where the complainant communicates directly with the respondent regarding the inappropriate behaviour, when it is safe to do so, within 10 business days.
  - a) If at any point in the informal resolution process, the complainant and respondent resolve the issue, the matter is closed.
  - b) If the complainant and respondent do not resolve the issue within the informal resolution process, the investigation team will take the matter to the following formal complaint process within five business days.
- 6) A formal complaint process will include, but is not limited to the following:
  - a) The complainant sets out their complaint in writing.
  - b) The respondent is made aware of the complaint within one business day.
  - c) The respondent is encouraged to submit a written response to the complaint.
  - d) The investigation team will assess the complaint and response and determine a suitable corrective action, if any, within five business days. Upon agreement with the complainant and respondent, the matter is closed.
  - e) If the investigation team's corrective action is not suitable to the complainant or respondent, the investigation team will, with the consent of both parties, assign a third-party investigator who is experienced in conflict resolution and/or mediation within 10 business days.
    - i) The third-party investigator will conduct an investigation and write a report, which includes findings and recommendations within 10 business days.
    - ii) Upon review of the investigator's recommendation(s), the investigation team will inform both parties of the corrective action(s), if any, within five business days. At this point, the formal complaint process is completed.

- iii) Corrective actions, if any, will be implemented within five business days.
- 7) At the completion of the investigation, the amount of information provided to the HSUC Council will depend on the circumstances. At the least, Council will be informed that there was a harassment incident, which was resolved. HSUC employees must be informed within 10 business days about the steps the employer has taken or will take to prevent a similar harassment incident.

## **References**

- 1) Code of practice to address workplace harassment, Ontario Occupational Health and Safety Act; updated August 19, 2021.
- 2) United Church of Canada Workplace Discrimination, Harassment, and Violence Response Policy, 2022.