

## EBENEZER UNITED CHURCH

### POLICY on HARASSMENT and VIOLENCE

#### 1.0 DESCRIPTION

1.01 Ebenezer United Church is a Pastoral Charge of The United Church of Canada conducting Christian ministry in the province of Ontario.

#### 2.0 PURPOSE

2.01 The purpose of this policy is to implement policies, measures, procedures and programs to reduce, manage and prevent harassment and violence, in order to foster an environment of safety and mutual respect at all levels of the church between all employees, co-workers, tenants, contractors, visitors, congregants and volunteers.

#### 3.0 POLICY

3.01 Ebenezer United Church takes a position of zero tolerance with regard to workplace harassment or workplace violence. No United Church employee or any other individual affiliated with The United Church of Canada under any circumstance is allowed to exhibit harassing or violent behaviour toward others, including but not limited to employees, congregants, volunteers, tenants, visitors, consultants, service providers, job candidates, contractors, or any other third parties.

Should an employee perpetrate an act of workplace harassment or workplace violence, Ebenezer United Church will exercise measures in response to that employee's behaviour, up to and including termination of employment, subject to any relevant requirements of *The Manual* of The United Church of Canada.

Similarly, should any congregant, volunteer, tenant, visitor, consultant, service provider, job candidate, contractor, or any other third party perpetrate an act of workplace harassment or violence, Ebenezer United Church will exercise measures in response to that person's behaviour, up to and including removal from office or membership, including the involvement of police, subject to any relevant requirements of *The Manual* of The United Church of Canada.

3.02 The sub-Executive of Toronto Conference will address incidents of workplace discrimination and harassment, and workplace violence by responding to incident reports, conducting investigations, decision making processes and prevention plans with the objective of promoting a safe and secure work environment for all employees.

## 4.0 DEFINITIONS

4.01 Ebenezer United Church in compliance with the Occupational Health and Safety Act, and the Ontario Human Rights Code, defines workplace harassment as “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.” “Workplace” includes Ebenezer United Church building and property, as well as work related social functions, work related travel, and work related telephone conversations.

This definition of workplace harassment does not apply to reasonable challenges to work performance or negative job-related feedback. Extremely inappropriate or harmful delivery of criticism or expectations may meet the criteria of harassment. Workplace behaviour that includes inappropriate discriminatory or sexual comments or conduct is included in the definition of workplace harassment.

4.02 Examples of workplace harassment can include, but are not limited to:

- Inappropriate or unwanted touching, that could be perceived as sexual discrimination
- Intrusive invasions of personal space
- Inappropriate jokes (i.e., jokes made at the expense of others including race, gender, weight, sexual orientation, hair colour such as “dumb blond”, etc.)
- Pranks
- Flirtatious comments
- Damaging personal property or threats to do so
- Vandalism
- Graffiti
- Pornographic pictures or websites
- Lewd remarks made verbally or electronically
- Shunning
- Scapegoating
- Derogatory comments that are hurtful
- Patronizing or condescending remarks or behaviour
- Humiliating comments
- Abuse of authority that undermines someone’s performance or threatens his or her career
- Seductive behaviour
- Pounding the wall, desk
- Yelling
- Stalking
- Setting someone up to be unsuccessful, i.e., providing wrong instructions on purpose
- Inappropriate or unfounded threats, i.e., “If you don’t come out drinking with us the company may not see you as a team player and who knows what that will do to your career.”

- Inappropriate emails or social networking activities affecting other workers
- Discriminatory comments or actions
- Intimidation
- Bringing weapons to the workplace

4.03 Ebenezer United Church, in compliance with the Ontario Occupational Health and Safety Act, defines workplace violence as:

- the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker;
- a statement or behaviour that 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.

4.04 Ebenezer United Church defines domestic violence as the expression of physical force, an attempt to exercise physical force, or a threat to exercise physical force, that could cause physical injury and is perpetrated by one or more family members, including a former spouse, against one or more family members or significant other.

4.05 Acts of violence can include but are not limited to:

- Punching
- Pushing, Shoving
- Throwing an object at someone
- Pushing an object into someone
- Cutting
- Shooting
- Biting and Scratching
- Tripping others deliberately
- Attempts to do physical harm,
- Verbal threats with intent to cause physical harm