



Peterborough New Horizons Bands (PNHB)

Policy Title: Harassment Policy

Date Issued: January 11, 2017

Purpose:

The Peterborough New Horizons Band (the “PNHB”) is committed to providing an environment that is free of harassment and supportive of self-esteem and dignity of every person within the organization. It is the organization’s intent to ensure that there is a climate of understanding, cooperation and mutual respect. To be successful in this objective, it is incumbent upon all members of the organization not to tolerate or condone behavior that constitutes harassment.

Harassment Definition

Harassment is defined in the *Ontario Human Rights Code* (the “Code”) as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. The Code outlaws any harassment in a workplace based on gender, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, age, sexual orientation, record of offenses, marital status, family status, handicap or any other ground prohibited by human rights legislation. The PNHB adopts this definition and the Code’s mandate for the purposes of this policy and supporting procedures.

Examples of harassment include, but are not limited to:

- Threats made or perceived, that are malicious, vexatious or based on any prohibited grounds under the Code.
- Derogatory written or verbal communications or gestures (e.g. name calling, slurs, pictures or posters, etc.) that are malicious or that relate to gender, sexual orientation, place of origin, race, creed, age or any other prohibited ground under the Code.
- Application of stereotypes or generalizations based on any of the prohibited grounds under the Code.

Application:

The PNHB will not tolerate harassment on its premises or during activities or functions organized under its auspices. This policy pertains to the behavior of all PNHB staff, Directors, service providers and all members of the organization and volunteers.

Procedure

1. Individuals who believe themselves to be harassed should immediately make their discomfort and disapproval known to the harasser.
2. If the harassment continues, it should be brought to the attention of the Board Chair, or an alternative Board member, who will investigate the complaint. This investigation may lead to the pursuit of an informal resolution and/or a formal complaint procedure, at the discretion of the complainant.
3. All members shall observe all PNHB by-laws and policies, including but not restricted to, the Community Respect and Harassment Policies. If any member is alleged to be in contravention of any of the PNHB by-laws or policies, the Board of Directors, or a



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- committee thereof, shall investigate such contravention. The Board of Directors shall then meet with the member to determine the legitimacy of the complaint. If the Board of Directors cannot produce a result satisfactory to its by-laws and policies, the Board of Directors may levy such sanctions as it sees fit, including, but restricted to, the termination of such member's membership, whether at that, or at a later, time.
4. Each member has the right to retain his/her own agent or counsel, should he/she see fit. Upon the hearing before the Board of Directors, the said Board of Directors shall provide the member with a written summary (including names, addresses and telephone numbers) and a synopsis of what each of those witnesses is likely to say. This must be given to the member a minimum of two weeks prior to the hearing before the Board of Directors. If such agent or counsel is not able to attend at the hearing date, the Board of Directors may adjourn the hearing to a suitable time. Should it do so, then the member shall not carry on as a member, except with the express prior written consent of the Board of Directors.
 5. As an interim measure, the Board of Directors may temporarily suspend and/or change the activities of the member at any time, which suspension and/or change may be challenged by the member alleged to have deviated from such by-law or policy.
 6. It is anticipated that the provisions contained in Paragraph 4 will rarely be used. In most cases, such as in paragraph 4 of the Community Respect Policy, the summary procedure therein, and paragraphs 3 and 5 shall govern, unless the member wishes the more formal procedure set out in paragraph 4 herein.
 7. Individuals who consider themselves to have been harassed may consult with the Ontario Human Rights Tribunal. Individuals under the age of eighteen years may wish to consult the relevant Children's Aid Society and speak to his/her parents or guardians.

Sexual Harassment Definition

Sexual harassment is defined as unwelcome conduct, comment, gesture or conduct of a sexual nature, whether on a one time basis or in a continuous series of incidents that:

- Might reasonably cause offence, embarrassment or humiliation.
- Might reasonably be perceived as a condition of employment or of any opportunity for training or advancement.

Examples of sexual harassment include, but are not limited to:

- Remarks, jokes, innuendos or other comments regarding someone's body, appearance, physical or sexual characteristics or clothing.
- Displaying sexually offensive or derogatory pictures, cartoons or other printed materials.
- Unwelcome questions, or sharing information regarding a person's sexuality, sexual activity or sexual orientation.

Procedure

Situations where there has been an accusation of sexual harassment are extremely sensitive and often complex. At all times the emotional and physical safety of the complainant is paramount.



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Any allegation or complaint of discrimination or sexual harassment will be considered confidential and will be supplied to third party sources in confidence as it relates to the investigation and resolution of the complaint.

In general, the following process should be followed in regards to complaints of sexual harassment

1. If an individual believes they are being harassed, he/she should:
 - a) Immediately express his/her dissatisfaction with such behaviour and request such actions, pictures be immediately removed.

 - b) All allegations of sexual harassment will be dealt with swiftly and following the process as outlined in this Policy, in paragraphs 3, 4, 5, 6, and 7, herein.

Date Issued, January 11, 2017

Signed _____
Secretary