

Policies & Procedures

Policies

5.i Anti-Harassment Policy & Procedures Policy Statement/Form Approved January 2021

Responsibilities and Expectations

MVCA is committed to providing all Board members and Volunteers with a harassment-free environment.

This policy only deals with occurrences that are deemed non-criminal; perceived criminal occurrences will be referred to the appropriate policing authority.

All Board members and Volunteers are to be protected from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Definitions

Harassment is: offending or humiliating someone physically or verbally; threatening or intimidating someone; or making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is: offensive or humiliating behaviour that is related to a person's sex; behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive environment.

The **Board of Directors** is committed to:

- setting an example about appropriate behaviour,
- communicating the process for investigating and resolving harassment complaints,
- dealing with harassment situations in a timely, sensitive and confidential manner,
- determining whether an allegation of harassment is substantiated,
- determining what corrective action is appropriate where a complaint is substantiated, and
- maintaining a written record of the occurrence/investigation/action taken in a safe and secured place for the period of seven (7) years.

Volunteers are requested to:

- treat others with respect,
- report suspected harassment to the **President of the Board of Directors**,
- cooperate with a harassment investigation, and
- respect the confidentiality related to the investigation process.

Procedures for Making and Addressing a Harassment Complaint

Harassment complaints are to be referred to the **President of the Board of Directors**. The President will then refer the incident to an appropriately trained and experienced member of the board or an external consultant if appropriate for investigation.

The complaint may be verbal or in writing. If the complaint is made verbally, the investigator will record the details provided by the person making the complaint. The complainant should be prepared to provide details such as what happened; when it happened; where it happened; and who else was present (if applicable). Complaints should be made as soon as possible after the incident.

The investigator will then inform the other party that a complaint has been raised against them and provide them with details of the allegation(s).

Substantiated Complaint: If a harassment complaint is substantiated, the **Board of Directors Executive** will decide what action is appropriate. Both parties to the complaint will be advised, in writing, of the decision. During the investigation of the complaint, all parties will be prohibited from participating in any MVCA activities until a resolution is found.

Policy Review: The **Board of Directors** is responsible for: the administration of this policy; reviewing this policy annually, or as required; and making necessary adjustments to ensure that this policy meets the needs of the organization.

Enquiries

Enquiries about this policy and related procedures can be made to the **President of the Board of Directors**.

- This policy was developed to used for any & all types of harassment/discrimination between members of the Association or the general public.