



PREVENTION OF VIOLENCE, HARASSMENT AND SEXUAL HARASSMENT IN THE WORKPLACE

(Approved by the Camp Micah Board May 9, 2022)

POLICY STATEMENT

Camp Micah is committed to providing a safe workplace and recognizes that violence and harassment are a health and safety issue. Camp Micah will work to provide a workplace that is free from violence and/or harassment.

All Camp Micah staff and board members are reminded of our Mission, Vision and Values and our commitment to building and maintaining safe spaces for all.

DEFINITIONS

- **BOARD MEMBER:** Camp Micah has a volunteer board of nine members who take legal responsibility for the operation of the camp and seek to ensure its long-term sustainability.
- **DIRECTOR(S):** The person (or 2 persons) who holds the role of director and the responsibility for directing the operations of the camp. At times this may be one person or may be a director model where the role is shared by 2 people.
- **RESPONSE TEAM:** A small team of staff that responds to situations of crisis including but not limited to: physical injury, mental distress and workplace safety. The team is made up of a director, one admin support person, the camp nurse and the mental health support person.
- **STAFF MEMBER:** Camp Micah has no paid staff, everyone is a volunteer. Staff refers to anyone who has been appointed by a co-director to plan and deliver the program and includes the founding director, co-directors, administration team, camp nurse and home group leaders.
- **WORKPLACE:** For the purpose of this policy, this includes locations where Camp Micah staff and board members are engaged in Camp Micah business such as staff meetings throughout the year (virtual or in-person), board meetings (virtual or in-person), Camp Micah events, transportation to and from Cedar Ridge or Camp Micah events, and time at Camp on the Cedar Ridge property.

WORKPLACE VIOLENCE means:

- The use of physical force by a person against a staff member, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to use physical force against a staff member, in a workplace, that could cause physical injury to the worker.
- A statement or behavior that is reasonable for the staff member to interpret as a threat to use physical force against the worker.
- Some types of violence include, but are not limited to: swearing, verbal abuse, pranks, property damage, sabotage, pushing, hitting, stalking, theft, physical assaults, psychological trauma, anger-related incidents and utterance of threats of violence.

WORKPLACE HARASSMENT means:

- Any single incident or series of incidents.
- Any comment or conduct against a staff or board member that is known to be unwelcome, or ought to be known as such.
- Any unwelcome or objectionable verbal or nonverbal conduct, comment or display, whether intended or unintended, that is insulting, humiliating, offensive, intimidating, degrading to or isolates another staff or board member.
- Incidents of racism, sexism, homophobia, ableism or other forms of discrimination based on the Prohibited Grounds of Discrimination in the Ontario Human Rights Code.

WORKPLACE SEXUAL HARASSMENT means:

- Any comment or conduct against a staff member or board member because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- Any sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome [subsection 1(1)].

WORKPLACE VIOLENCE: RIGHTS AND RESPONSIBILITIES

Every staff and board member has the right to:

- A workplace free of the risk of violence or threat of violence or violence itself.
- File a complaint when the workplace is not free from violence.
- Refuse to work when they have reason to believe that workplace violence is a danger.

The provincial *Occupational Health and Safety Acts* and the *Criminal Code* may apply to Acts of violence in the workplace.

Every staff and board member has the responsibility to:

- Take all threats of violence seriously.
- Seek conflict resolution (when applicable) before a situation escalates to violence.
- Report any threats of violence or acts of violence to the co-directors.

WORKPLACE HARASSMENT AND WORKPLACE SEXUAL HARASSMENT: RIGHTS AND RESPONSIBILITIES

Every staff and board member has the right to:

- A workplace that is free from workplace harassment, sexual harassment or violence.
- File a complaint when the workplace is not free from workplace harassment or sexual harassment without fear of embarrassment or reprisal.
- Confidentiality to the degree possible.
- Support from the Response Team when filing a complaint.

Every staff and board member shares the responsibility to:

- Contribute to a positive and supportive workplace.
- Identify and discourage comments or activities that do not reflect our Mission, Vision and Values.
- Identify and discourage comments or activities that do not reflect our Anti-Racism statement.
- Continually educate themselves to identify internal bias, work to change personal behaviors that communicate bias and dismantle structures of oppression.
- Notify a Director when workplace harassment or sexual harassment occurs.
- Co-operate with efforts to resolve matters arising under this policy.

Nothing in this document will prevent a staff member from filing a complaint with the provincial Human Rights Tribunal.

REPORTING

All incidents and alleged incidents of workplace violence, harassment or sexual harassment, regardless of magnitude or who it may involve, will be treated seriously. All incidents must be reported immediately to the co-directors.

The director(s) are responsible for:

- Treating each reported incident with attention and care.
- Engaging the Response Team as needed and deciding on an appropriate response.
- Seek resolution when possible
- Implementing the response.
- Deciding if a staff member will be asked to leave camp.
- Maintaining confidentiality as best as possible.
- Linking the person who made the complaint with necessary supports (counseling, crisis lines or other outside support).
- Writing and storing clear written records of the incident and the response.

If the allegations are against one of the co-directors, the chair of the board will assume the above listed responsibilities.

PREVENTION AND TRAINING

Camp Micah is committed to preventing incidents of workplace violence and harassment through:

- Embodying our values in everything we do.
- Creating welcoming and inclusive spaces where each person feels safe to be who they are in an environment of mutual trust.
- Ongoing development of policies and procedures for the prevention of workplace violence and harassment and the creation of safe work environments.
- Completing staff education and training and an annual signed agreement to follow these policies and procedures.
- Ongoing training and education for all staff on anti-racism.
- Encouraging a proactive organizational culture of conflict resolution so that situations do not escalate.