

SUSTAINABLE ORILLIA POLICY ON HARASSMENT:

Purpose:

Sustainable Orillia, as an incorporated Not for Profit entity, has the responsibility in complying with provincial acts to ensure an inclusive environment that is secure and safe from harassment of any kind for all its volunteers, members, and employees. Sustainable Orillia is committed to creating an environment based on mutual respect and consideration of others and their opinions. This commitment reflects the values of Sustainable Orillia.

It is important for Sustainable Orillia to establish and maintain a collaborative environment. Sustainable Orillia success is very much dependent upon the establishments of relationships based on trust and mutual respect. As such, any form of harassment can not be tolerated as it diminishes the credibility of the organization rendering it less likely to achieve its mandate.

The purpose of this policy therefore is to:

- To create an environment that is free from harassment of any kind.
- To alert all Board of Directors, Sector Group chairs and their members, as well as our members at large, employees, or contractors that workplace harassment of any kind is unacceptable.
- To reduce the potential harassment any kind before an incident occurs.
- To establish a mechanism for receiving complaints of harassment, as well as a process for dealing with them.

Sustainable Orillia's Policy on Harassment:

Sustainable Orillia, as a responsible organization, will not tolerate any action that would result in an individual feeling humiliated, unsafe, intimidated, or harassed. Sustainable Orillia considers harassment to be: any behaviour that is unwelcomed; any conduct considered offensive or intimidating by another; or, any comment or action that demonstrates discrimination against another based on sex, gender identity, sexual orientation, age, religious affiliation, citizenship, ethnic origin, disability, or family status. Harassment occurs when someone displays a behavior or initiates an action knowing or reasonably ought to have known that behavior or action would be unwelcomed.

Examples of harassment include, but not limited to: gestures, remarks, jokes, taunting, unwanted display of offensive material, unwanted physical contact, derogatory comments that could be construed as inflammatory or perceived as having a negative affect on one's reputation, inappropriate staring, display of sexually offensive images, repeated vulgar sexual comments, and unwelcomed remarks inferring a solicitation of sexual favours.

Policy Application:

The policy will apply to all Board of Directors, Sector members, paid membership ("Friends of Sustainable Orillia" or "Friends"), employees, or contactors.

All Board of Directors, Sector chairs and their members and employees and contractors of Sustainable Orillia will be required sign off on a form that indicates that they have read the policy, understand it, and commit to adhering to it.

For paid membership and non-paying supporters in the community, the harassment policy is posted on the Sustainable Orillia website. In addition, the Sustainable Orillia quarterly newsletter will contain links to its administrative documents.

The Vice President of the Sustainable Orillia will be the Director responsible to ensure that the Harassment Policy is read and understood.

Sustainable Orillia is committed to dealing with complaints of harassment expeditiously and in a manner that is fair to all parties.

Any harassment complaints will be made in confidence to the Vice President in writing. The Vice President will then undertake to deal with the matter. If necessary, the Vice President may ask another Board Member to help with investigating the incident. In the event that the Vice President is the subject of the complaint or otherwise unavailable, the complaint will be directed to the President, who under the advisement of Sustainable Orillia's legal advisor and, will appoint a neutral third party, mutually acceptable to the parties, to undertake the investigation. The investigation will assess the alleged harassment to determine the effect of the behaviour or action and whether it was reasonable for the initiator to have known that the behavior or action was unwelcomed by the complainant.

In some cases, the incident will be regarded as a “minor incident” requiring a formal apology or other corrective action agreed upon by the parties. The agreed upon corrective action by the parties will be confidential and not shared

If the incident is considered more serious, then the following could apply.

If any Board of Director, Sector Chair, Sector member is found to have contravened Sustainable Orillia’s policy on harassment, that individual may be asked to resign and their membership in Sustainable Orillia will be revoked permanently.

If any employee is found to have contravened Sustainable Orillia’s policy on the harassment, that individual may be fired for cause.

If any contractor is found to have contravened Sustainable Orillia’s policy on harassment, the contract may be cancelled.

If a paid member is found to have contravened Sustainable Orillia’s policy on harassment, that individual’s membership may be revoked permanently.

Before any final action is taken with regards to a serious contravention of the Harassment Policy, a recommendation will be made to the Board of Directors for approval. This will be undertaken “in camera” without formal minutes to protect the privacy of the parties involved. All resulting actions will be kept confidential.