



## **Turkish Society of Canada** **Anti-Harassment and Anti-Discrimination** **Policy and Procedures**

### **Policy Statement**

**Turkish Society of Canada** is committed to fostering a harassment-free workplace where all volunteers are treated with respect and dignity.

The *Canadian Human Rights Act* protects employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Harassment at **Turkish Society of Canada** is not tolerated. Volunteers who are found to have harassed another individual may be subject to disciplinary action. This includes any volunteer who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

### **Application**

This policy applies to all current volunteers of **Turkish Society of Canada**.

This policy applies to all behaviour that is in some way connected to work, including during off-site meetings, training and on business trips.

### **Definitions**

**Discrimination** means any form of unequal treatment based on a *Canadian Human Rights Act* protected ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is.

**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 work environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

**Responsibilities and Expectations**

**Turkish Society of Canada** is responsible for:

- providing all volunteers, a harassment-free workplace.

**Turkish Society of Canada Board of Directors members** are all responsible for:

- ensuring that this policy is applied in a timely, consistent and confidential manner;
- determining whether or not allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated.

**Turkish Society of Canada Board of Directors members** are 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.
- fostering a harassment-free work environment and setting an example about appropriate workplace behaviour;
- communicating the process for investigating and resolving harassment complaints made by volunteers;
- dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;

- taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate; and
- ensuring harassment situations are dealt with in a sensitive and confidential manner.

**Volunteers** are responsible for:

- treating others with respect in the workplace;
- reporting harassment to **Turkish Society of Canada Board of Directors members**
- cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

**Volunteers** can expect:

- to be treated with respect at the events;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

## **Procedures for Addressing a Harassment Complaint**

### **Filing a Complaint**

A volunteer may file a harassment complaint by contacting **Turkish Society of Canada Board of Directors members**. The complaint may be verbal or in writing. If the complaint is made verbally, **member of Turkish Society of Canada Board of Directors** will record the details provided by the volunteer.

The volunteer should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the volunteer from doing so.

**The member of the Turkish Society of Canada Board of Directors** will tell the

person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.

Every effort will be made to resolve harassment complaints within 10 business days. **The President or Vice-President of the Turkish Society of Canada** will advise both parties of the reasons why, if this is not possible.

If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the President or the Vice-President of the Turkish Society of Canada.

## **Mediation**

Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation.

Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.

The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.

Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

## **Investigation**

If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. All investigations will be handled by an individual who has the necessary training and experience. In some cases, an external consultant may be engaged for this purpose.

The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- a description of the allegations;
- the response of the person the complaint was made against;
- a summary of information learned from witnesses (if applicable); and
- a decision about whether, on a balance of probabilities, harassment did occur.

This report will be submitted to the President of the Turkish Society of Canada. If the President of the Turkish Society of Canada is the subject of the complaint, the report will be submitted to the Vice-President of the Turkish Society of Canada. Both parties to the complaint will be given a copy.

## **Substantiated Complaint**

If a harassment complaint is substantiated, Turkish Society of Canada Board of Directors member will decide what action is appropriate.

Remedies for the volunteer who was harassed may include: an oral or written apology.

Corrective action for the volunteer found to have engaged in harassment may include: volunteer position dismissal and no new engagement in any other events.

Both parties to the complaint will be advised, in writing, of the decision.

## **Privacy and Confidentiality**

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

**Turkish Society of Canada** and all individuals involved in the harassment complaint process, will comply with all requirements of the *Personal Information Protection and Electronics Documents Act* to protect personal information.

## **Review**

**Turkish Society of Canada** will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all volunteers.