

Equal Opportunities Policy

In keeping with its fundamental principles, FDAC is committed to equal opportunities and in the elimination of organizational structures and actions that oppress, exclude, limit or discriminate on the basis of race, gender, ethnicity, financial ability, sexual orientation, religion, disability or age. It is imperative that all programs and services reflect its commitment to inclusion and diversity. The FDAC will make every effort to make its volunteer and employee workforce representative and reflective of the communities in which its services are provided. The FDAC will endeavour to ensure that the workplace, all policies, procedures and practices are free of deliberate or unintentional (systemic) barriers so that no one is disadvantaged.

Scope

This policy applies to all employees, board members, members, volunteers and participants of the Society.

Harassment Policy

Policy

The FDAC is committed to providing a work environment that is free of harassment and supportive of the self-esteem and dignity of every person within the Society.

The Society's intent is to ensure there is a climate of understanding, cooperation and mutual respect. To be successful in this objective, it is incumbent upon all members of the Society not to condone or tolerate behaviour that constitutes harassment.

The Society will provide for a fair and prompt investigation of any complaint or concern without fear of reprisal, as long as the complaint is not found to be frivolous or vexatious.

Scope

This policy applies to complaints of harassment that involve employees, volunteers, members or clients of the Society.

This policy covers complaints of harassment and sexual harassment in the workplace, as defined below.

Definitions

Harassment

Harassment comprises any unwelcome or objectionable, physical, visual or verbal conduct, comment or display, whether intended or unintended, that is insulting, humiliating or degrading to another person, or creates an intimidating, hostile or offensive environment and/or is on the basis of race, ethnicity, language, financial ability, religion, gender or sexual orientation, disability or age, or any other kind of discrimination which is prohibited by particular

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provincial/territorial legislation: made by an employee, volunteer, client or supplier of the Society;

Directed at and offensive to any other employee, volunteer, client or supplier of the Society, or any other individual or group that the person knew or reasonably ought to have known would be offensive (e.g., unintended).

Examples of harassment include, but are not limited to:

Threats made or perceived, that are malicious, vexatious or based on any of the prohibited grounds under Human Rights legislation

Derogatory written or verbal communication or gestures (e.g. name-calling, slurs, taunting pictures or posters, bullying, graffiti), that are malicious, vexatious or that relate to any of the prohibited grounds under Human Rights legislation

Application of stereotypes or generalizations based on any of the prohibited grounds under the legislation

Sexual harassment

Sexual harassment means any unwelcome conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that:

Might reasonably be expected to cause offence, embarrassment or humiliation

Might reasonably be expected to be perceived as placing a condition of a sexual nature on employment, services, or on any opportunity for training or advancement.

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

Remarks, jokes, innuendoes or other comments regarding someone's body, appearance, physical or sexual characteristics or clothing.

Displaying of sexually offensive or derogatory pictures, cartoons or other material

Persistent unwelcome or uninvited invitations or requests

Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation.

Conduct or comments intended to create, or having the effect of, creating an intimidating, hostile or offensive environment

Bullying

Bullying is an offensive, cruel, intimidating, insulting or humiliating behaviour which includes physical violence or the threat of physical violence. It can be physical or verbal, direct or indirect such as gossip. Bullying is considered harassment in general, unless there is physical contact or a threat of violence, where it is considered violence. Bullying is ill treatment which is not addressed under human rights legislation or criminal codes.

Workplace

For the purposes of this policy, workplace includes any location in which employees and/or volunteers are engaged in Society business activities necessary to perform their assignments.

This includes, but is not limited to, Society buildings, employee/ volunteer parking lots,

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employee/volunteer organized social events, field locations, meeting locations, and during business related travel.

Abuse of power

Abuse of power happens whenever a Society staff/volunteer abuses or misuses his/her power and discretion for personal benefit, or in benefit of another person.

Abuse of power, for the purposes of this policy, includes situations involving a minor, situations that involve a reporting relationship, or any situation that includes an accusation from a client against an employee or volunteer who is providing a service upon which the client depends. Incidents that involved an abuse of power are considered by the Society as being, generally, of a more serious nature than peer-to-peer situations.

Mediator

A mediator is an impartial, neutral party, without decision-making powers, whom both parties accept. The mediator may be the applicable HR representative, or other internal or external party. The goal of mediation is to assist both parties to reach a mutually beneficial agreement.

Investigator

The investigator is utilized where mediation is not appropriate or fails. An investigator must be a well-trained individual who is able to conduct a formal process with clear documentation. An investigator will not have a reporting line or personal relationship/connection with either the complainant or alleged harasser.