



GOODERHAM & WORTS

NEIGHBOURHOOD ASSOCIATION

Principles of Governance

The Board members of Gooderham & Worts Neighbourhood Association (GWNA) take their responsibility seriously to govern the association in a transparent and honest manner. They are committed to Selflessness Integrity, Objectivity, Accountability, Openness, Honesty and Leadership in their work for the GWNA. The Board accepts the GWNA statement on human rights and discrimination and its objectives to promote human rights within the organization, preventing harassment and discrimination, and defining principles and standards for behaviour.

Selflessness

Board members should act solely in terms of the members' interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Board members should not place themselves under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out GWNA business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, Board members should make choices on merit.

Accountability

Board members are accountable for their decisions and actions to the members and must submit themselves to whatever scrutiny is appropriate to their position.

Openness

Board members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when confidentiality clearly demands.

Honesty

Board members have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the members' interest.

Leadership

Board members should promote and support these principles by leadership and example.

GWNA Discrimination and Harassment Policy and Procedures

Policy Statement

Gooderham & Worts Neighbourhood Association (GWNA) is committed to fostering a discrimination and harassment-free environment for members and volunteers where everyone is treated with respect and dignity.

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

Harassment at GWNA is not tolerated. Members and volunteers who are found to have harassed another individual may be subject to disciplinary action. This includes any member and 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 the behaviours of all current members and volunteers of GWNA as well as individuals providing services on behalf of GWNA in all circumstances.

Definitions

Discrimination is:

Discrimination is an action or a decision that treats a person or group badly for reasons such as their race, age or disability. These reasons, also called grounds are protected under the Canadian Human Rights Act.

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; or
- Behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's engagement with the GWNA.

Responsibilities and Expectations

GWNA is responsible for: providing all members and volunteers with a discrimination and harassment-free environment.

GWNA Board of Directors and its designates are 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.
- 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 environment and setting an example of appropriate behaviour;
- Communicating the process for investigating and resolving harassment complaints made by employees;
- 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.

Members and Volunteers are responsible for:

- Treating others with respect;
- Reporting harassment to any member of the GWNA Board of Director;
- Cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

Members and Volunteers can expect:

- To be treated with respect;
- That reported discrimination and 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

Step 1. A member, volunteer or contractor (complainant) may file a harassment complaint by contacting any Board Member. The complaint may be verbal or in writing. If the complaint is made verbally, the Board Member will record the details provided by the complainant.

Step 2. The complainant 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).

Step 3. 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 complainant from doing so.

Step 4. The Board Member 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.

Step 5. Every effort will be made to resolve harassment complaints within X days. The Board Member will advise both parties of the reasons why, if this is not possible.

Step 6. 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 of the Board.

Mediation Process

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 Process

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 Board of Directors. Both parties to the complaint will be given a copy.

Substantiated Complaint Procedures

Step 1. If a harassment complaint is substantiated, the Board of Directors will decide what action is appropriate.

Step 2. Remedies for the complainant who was harassed may include: an oral or written apology;

Step 3. Corrective action for the party found to have engaged in harassment may include suspension or termination their membership. Both parties to the complaint will be advised, in writing, of the decision. (Association lawyer to confirm)

Other Redress

A complainant who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission.

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. GWNA and all individuals involved in the harassment complaint process, will comply with all requirements of the Privacy Act to protect personal information.

Review

GWNA 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 the GWNA.

Approved by the GWNA Board of Directors – November 13, 2020