

Toronto Brigantine Inc.

249 Queen's Quay West, Unit 111
Toronto, ON, M5J 2N5

HARASSMENT POLICY

Policy:

It is the policy of Toronto Brigantine Inc. (TBI) that every employee, board member, youth officer, trainee and volunteer is entitled to an environment free from harassment.

No one connected with TBI may be harassed because of age, sex, sexual orientation, marital status, family relationship, colour, race, religion, political affiliation, national origin, ethnic origin, record of offences or handicap.

The Board of Directors and staff of TBI will treat any complaint of harassment with seriousness, sensitivity and discretion.

Enforcement:

Workplace harassment of any kind is embarrassing and unpleasant for the person concerned. Sometimes, fear of a person "getting even", or guilt, may cause you to be quiet about harassment incidents. However, unless you report or complain, the incidents will continue.

If you find yourself a victim of, or party to, harassment, this is what you should do:

1. **Ask the harasser to stop.** This can be done either verbally or in writing. Sometimes not speaking up can be interpreted as consent.
2. **Keep a record of the harassment incidents.** Write down dates, times, particulars - what was said or done, when, and by whom.
3. **Report the incident.** If your efforts to stop the harassment do not work, report the incident(s) to any or all of your captain, officers, petty officers, the Executive Director or the President of the Board of Directors. It is the responsibility of the Board of Directors to investigate the complaint and take the necessary steps to resolve the problem. This process will involve a thorough and confidential investigation by interviewing the complainant, the alleged harasser, and any witnesses, and documenting the information gathered. If there is not satisfactory evidence of harassment no record will be kept in any individual's file. However, if there is satisfactory evidence of harassment, appropriate measures will be taken - for example, disciplinary action, referral for counseling, warning, reassignment, suspension, discharge.

Workplace harassment can be resolved but it must be brought out into the open and to the attention of the people who are in a position to do something about it. It is up to all of us to contribute to, and maintain, a professional environment.

Definition:

Harassment ranges from subtle to blatant behaviour. Nevertheless, **ALL harassment is offensive and unwelcome by the person who is affected.** Workplace harassment may be expressed in any number of ways, such as:

Sexual:	Unnecessary touching; suggestive staring or other gestures; suggestive remarks, jokes, invitations that cause embarrassment or awkwardness; comments about sexual orientation; demands for sexual favours; display of pornographic pictures or other offensive material; isolating a person because of gender, any sexual advance or any reprimand caused by rejection of a sexual advance made by a person who is in a position to grant or deny a benefit or advancement to another
Ethnic or racial:	Unwelcome remarks, jokes, or taunting about a person's racial or ethnic background, colour, place of birth, ancestry; the display of racist, derogatory or offensive pictures or material; isolating a person because of his/her racial or ethnic background
Age, religion, offenses, status, or handicap:	Unwelcome remarks, jokes or taunting about a person's age, religion, handicap, marital or family status, record of offenses; isolating a person for any of the aforementioned.

Any person who persists in such behaviour, which he/she knows or should know is unwelcome, may be guilty of harassment.

For the purposes of this Policy, Toronto Brigantine defines "workplace" as being aboard ship, at Brig House, or any place where the activities of Toronto Brigantine are conducted.

Date: _____ Officer: _____ Signature: _____

Parent/Guardian Signature: _____