



ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

Principles of Protection

The JCCC is committed to strengthening its work and community environment by striving to ensure every person has a right to respectful, equitable and inclusive treatment. This policy has been created with the goal of recognizing and supporting the value of every employee, instructor, teacher, volunteer, visitor, contractor, vendor and board member of the JCCC (each a “Stakeholder”). We all share a responsibility for creating a work and community environment that values and upholds the equal rights of every Stakeholder and ensures that they are free from harassment and discrimination in any form.

This policy is designed to address issues where individuals in the JCCC or at an event controlled by the JCCC experience a violation of their rights based on one or more aspects of their personal identity.

This policy provides protections against harassment and discrimination to every person based on the following grounds:

- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Age
- Ancestry
- Citizenship
- Colour
- Creed (Religion)
- Disability
- Ethnic origin
- Family status
- Gender expression (including body image)
- Gender identity
- Marital status (including single status)
- Place of origin
- Race

Protection from Reprisal

All Stakeholders are protected from reprisal or threat of reprisal for making a good faith claim under this policy. Reprisal includes retaliation or threats of retaliation where the intention is to prevent or discourage an individual from exercising their rights under this policy. Individuals may be disciplined for engaging in reprisal up to and including termination in the case of employees or, in the case of non-

employee Stakeholders, revocation of volunteer, membership, affiliation or other status to the extent that such status is controlled by the JCCC.

All individuals involved with a complaint, including the Stakeholder making the complaint, the individual that the complaint is about, witnesses, management, board members and investigators are expected to treat the matter confidentially.

Stakeholders who knowingly make false complaints are subject to discipline up to and including termination in the case of employees, and disaffiliation in the case of all other Stakeholders.

Reporting/Escalation Process

A Stakeholder who believes that they have experienced harassment or discrimination at the JCCC or at an event controlled by the JCCC based on the provisions above is encouraged to follow the path below for resolution. Please note that these are guidelines, and no Stakeholder should feel obligated to follow a path that feels unsafe or that they feel may cause further harm.

- 1) All Stakeholders are encouraged to initially attempt to resolve the issue themselves by making known to the person responsible that the comment or conduct is unwelcome or offensive and that it may violate this policy.
- 2) If a Stakeholder is unable to resolve the issue themselves or feels unsafe to do so, the Stakeholder may request that their manager, volunteer coordinator or instructor (as applicable) (collectively, "JCCC Management Representative") intervene to enable a resolution.
- 3) If the Stakeholder's JCCC Management Representative is unable to resolve the matter, or if the JCCC Management Representative is involved in negatively contributing to the matter, or if the matter is too serious to be addressed informally, the Stakeholder should then contact the JCCC Executive Director to make the matter known to them, either verbally or in writing via ExecutiveDirector@jccc.on.ca.
- 4) If the Executive Director is involved in negatively contributing to the Stakeholder's matter, the Stakeholder should contact the JCCC board VP Administration (the "VP Administration") in writing via VPAdministration@jccc.on.ca.
- 5) The Executive Director or the VP Administration (only in the case of a complaint involving the Executive Director) will then review the issues and contact the Stakeholder to gain a clear understanding of the matter. Then they will decide on the path forward, which may include:
 - a. Providing additional advice, support and instruction to the Stakeholder to help them resolve the matter informally;
 - b. Conversing directly with the individual who is the source of the alleged harm;
 - c. Documenting the incident in a written incident report, launching a workplace investigation of the matter and presenting the results of such investigation to the JCCC board to provide direction regarding the resolution; and
 - d. Other remedies to resolve the matter.
- 6) If a workplace investigation is launched by the Executive Director or the VP Administration (only in the case of a complaint involving the Executive Director), the findings and recommendations must be reviewed with the JCCC Board President/Chair prior to the conclusion of the investigation.

Examples of workplace behaviours that violate this policy *(this is not an exhaustive list)*

- Subjecting another individual to microaggressions and/or micro-inequities
- Excluding, shunning, or refusing to work with a colleague
- Communicating with an individual in a bullying, demeaning, insulting, humiliating, mocking manner
- Ridicule, insults or different treatment
- Participating in discriminatory employment or promotion practices
- Participating in embarrassing practical jokes or insulting gestures
- Sharing racial slurs, jokes, innuendos, name-calling, teasing or derogatory comments
- Behaving in a condescending or patronizing manner towards an individual
- Name-calling or creating nicknames based, without limitation, on any of the characteristics, etc., referred to in the third paragraph of this policy.
- Posting/e-mailing degrading cartoons or pictures displaying racist, homophobic, transphobic, biphobic or other offensive materials
- Creating, maintaining or condoning the creation or maintaining of a work, study, instructional or other environment in which negative behaviours of the types described in this manual are carried out

Issue Resolution

The JCCC is committed to conducting an investigation appropriate to the circumstances of a Stakeholder's complaint as set out in this policy. A range of approaches may then be undertaken to resolve matters raised. The Executive Director or the VP Administration (only in the case of a complaint involving the Executive Director), will communicate to the Stakeholder the resolution of matters brought forward to their attention. The resolution will also be provided to the Stakeholder in writing with a related, non-names basis report, to be delivered to the JCCC board.

Record Keeping/File Retention

The Executive Director or the VP Administration (only in the case of a complaint involving the Executive Director) will maintain a record of all complaints brought to their attention under this policy separately from Stakeholder files.

Information about complaints shall remain confidential with the Executive Director, the VP Administration and JCCC Board President/Chair, as applicable. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect Stakeholders, to investigate the complaint or incident or to take corrective action or otherwise as required by law.

Notice of this Policy

A copy of this policy or notice of the existence thereof shall be posted in a prominent place (or places) in the JCCC and on the JCCC website, and a copy of the policy shall be appended to all rental, lease and other contracts entered into by the JCCC in respect of the use of, or work to be performed within, the the JCCC.

Annual Confirmation

All Stakeholders will confirm their understanding of and ongoing adherence to this policy, in writing, on an annual basis.

Approved by JCCC Board January 21, 2023