

The Canadian Fair Trade Network Violence and Harassment Policy

Effective Date:

Approved by:

Purpose

The Canadian Fair Trade Network has zero tolerance for workplace violence or harassment of any kind, and will be proactive in the prevention of workplace violence and harassment. The Canadian Fair Trade Network is committed to:

- Investigating reported incidents of violence and harassment in an objective and timely manner, taking necessary action; and providing appropriate support for victims

Policy

To ensure that employees at the Canadian Fair Trade Network have an environment that is free of violence or harassment of any kind, whether it arises from an employee or any other person associated with the organization. This policy will ensure that:

- Individuals are aware of, and understand that, acts of violence or harassment are considered a serious offence for which necessary action will be imposed;
- Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

Definitions:

Workplace harassment means:

- Engaging in a course of threatening comment or conduct against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome.
- This includes unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to those associated with the organization. It includes behaviour that intimidates, isolates or discriminates against the targeted individual.

Workplace violence means:

- The exercise or attempt of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker,
- A threat to exercise physical force against those associated with the organization,, that could cause physical injury to the person

The types of violence will be defined as:

Type	Definition
Criminal Intent	Involves a person with no relationship to the organization, who commits a violent act to those associated with the organization (e.g. theft, hostage taking/kidnapping, physical assault)

Organization Related	Anyone associated with the organization who engages in repeated and persistent negative acts towards one or more other persons associated with the organization resulting in the creation of a toxic or unhealthy environment
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Those associated with the organization include:

- Members of the Board of Directors
- Staff of the CFTN
- Members of the CFTN

If anyone associated with the organization engages in workplace violence or harassment, an investigation will take place immediately. The person involved will face discipline up to and including immediate termination.

Responsibilities

Executive Director

It is the responsibility of the Executive Director of the Canadian Fair Trade Network to ensure that:

- Preventative measures are taken to those associated with the organization and others at the Canadian Fair Trade Network from violence and harassment;
- A risk assessment discussion is conducted with the Board of Directors prior to any major event;
- Should an incident occur, advise the Board of Directors of the assessment results and provide a copy in writing;
- Ensure all employees and Member of the Board of Directors are aware of this policy;
- Review the policy annually at an Board meeting to ensure any new violence hazards are identified;
- This policy shall be reviewed after any violent or harassment events take place to determine if changes need to be made.

It is the responsibility of every person associated with the organization to:

- Comply with this policy and all related procedures at all times for their own protection and the protection of others within the workplace;
- Immediately report any violent or potentially violent incident to the Executive Director or the Board of Directors. In the event of an extreme or imminent threat of physical harm to themselves or any person, the worker should contact Emergency Services (911); and
- Fully cooperate in any investigation of complaints or incidents of workplace violence or harassment as indicated within this policy.

Procedure

Informal Complaints Mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped ensure that the above is done speedily and within 14 days of the complaint being made

Formal Complaints Mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to the Board of Directors to instigate a formal investigation. The Board of Directors may deal with the matter themselves, refer the matter to an internal or external investigator.

The person(s) carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether or not the incident(s) of harassment or violence took place produce a report detailing the investigations, findings and any recommendations
- if the harassment or violence took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, training for the harasser, discipline, suspension, dismissal)
- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome
- if it cannot determine that the harassment or violence took place, they may still make recommendations to ensure proper functioning of the workplace
- keep a record of all actions taken ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within 14 days of the complaint being made

Sanctions and Disciplinary Mechanisms

Anyone who has been found to have harassed by another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- reduction in wages transfer
- demotion
- suspension

- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Risk Assessment for Workplace Violence

Besides taking into consideration the general layout/environment of the workplace, the following risk factors will be taken into consideration as well when the Canadian Fair Trade Network completes their workplace violence risk assessment.

- Working in a community-based setting
- Working with unstable or volatile clients
- Handling cash
- Working in a high-crime area(s) If you add s, take out a
- Securing/protecting valuables
- Transporting people and/or goods
- Working alone or in small numbers

Zero Tolerance

The Canadian Fair Trade Network will not tolerate any incidents of workplace violence or harassment perpetrated against anyone associated with the organization. With respect to workplace violence and harassment as defined by this policy, any contravention may result in the following:

- Removal from the property;
- Discipline or dismissal;
- Police involvement.

All physical assaults involving someone associated with the organization or occurring at a Canadian Fair Trade Network event will be reported to the police. Threats of physical violence will be reported to the authorities, as appropriate.

Sharing Information

Where the Canadian Fair Trade Network acknowledges that a person associated with the organization has a history of violent behaviour, the Canadian Fair Trade Network will provide the necessary minimum information to any relevant parties who are at risk if they may encounter this person, and is at risk of likely physical injury. The Canadian Fair Trade Network will make every effort to respect the privacy of the potentially violent person as much as possible.

Response to a Violence or Harassment Event or Complaint

Any person who observes workplace violence or harassment, or is a victim thereof, shall immediately go to a safe location and report it to the Executive Director or the Board of Directors. At the discretion of the Executive Director, the police may need to be contacted. In the event that the Executive Director is not available, the police shall be notified as necessary.

All complaints and incidents are to be recorded in writing using the Incident Reporting Form, by the reporting person, providing a copy to the Executive Director and/or the Board of Directors. The Board of Directors will promptly carry out an investigation. All reports will be investigated and information will be kept confidential, to the extent possible. The results of the investigation will be communicated to the complainant and the accused as soon as possible, but no later than 3 weeks from the time the complaint was made. The Board of Directors or Executive Director will undertake:

- A documented interview with the complainant and/or victim;
- A documented interview with the alleged perpetrator(s);
- A documented interview with any witnesses with relevant information to provide; and
- Any other step the investigator(s) deems relevant to the investigation of the complaint or incident.

At the conclusion of the investigation of a complaint or incident, the Board of Directors or Executive Director will provide a written report of the findings and provide any recommendations to prevent a recurrence if appropriate. Following the investigation, the appropriate corrective action will be determined by the Executive Director or the Board of Directors. There will be no reprisal for any employee making a genuine complaint. However, if it is determined that a false accusation has been made in bad faith, appropriate measures will be taken, up to and including severing the relationship with the organization.

Reprisals

If any person associated with the organization engages in workplace violence or harassment, an investigation will take place immediately. The person responsible for the violence or harassment may face discipline, which may include immediate termination. The complainants and witnesses to the acts of violence or harassment will be protected from reprisals as long as they have acted in good faith.

Communication and Training

All employees including new or returning employees (leave of absence of six months or more), as well as managers at all levels will review the contents of this violence prevention policy and program. The Executive Director and the Board of Directors need to make themselves aware of all legislation applicable to violence in the workplace in order to take the appropriate steps during and after violent situations

Monitoring of the Program

The Workplace Violence and Harassment Policy and program will be reviewed annually or as needed with the Board of Directors to ensure any new violence or harassment hazards are identified and those associated with the organization are properly protected from these hazards. This policy should be reviewed after any violent events take place to determine if changes need to be made.