

Violence and Harassment Prevention Policy

NORCAT is committed to the health and safety of its students. **NORCAT** staff and students should enjoy a learning environment that is free from violence and harassment, and a learning environment in which all individuals are treated with respect and dignity. Violence and harassment will not be tolerated from any person, including program participants, staff and members of the public.

Violence is the exercise or attempted exercise of physical force by a person against a program participant, or staff member that causes or could cause physical injury to the program participant or staff member, or a statement or behavior that is reasonable to be interpreted as a threat to exercise physical force against the program participant or staff member that could cause physical injury.

Harassment means engaging in a course of vexatious comment or conduct against a program participant or staff member that is known or ought reasonably to be known to be unwelcome or sexual harassment.

Sexual Harassment means:

1. engaging in a course of vexatious comment or conduct against a program participant or staff member because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
2. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the program participant or staff member and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Administration will investigate and deal with all complaints or incidents of violence and harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect program participants or staff members, to investigate the complaint or incident, to take corrective action or otherwise required by law.

Administration, staff and program participants are expected to adhere to this policy, and will be held responsible for not following it. Individuals will not be penalized or disciplined for reporting an incident or for participating in an investigation involving violence or harassment.

If individuals require further assistance, they may contact any member of the administrative team.



SKILLS TRAINING FOR THE FUTURE

I certify that I have read, understood and have received a copy of the Violence and Harassment Policy.

(Signature of student)

(Date)

I certify that I have read, understood and have provided a copy of this Policy to the student.

(Signature of Admission Officer)

(Date)

Violence and Harassment Prevention Program

1. Purpose

1.1. The Purpose of the program documented here is to expand on and provide direction relating to the implementation of the policy described previously.

2. Scope

2.1. The scope of this procedure shall provide for reporting, investigation, documentation and evaluation of violence and harassment.

3. Definitions

3.1. Violence:

- 3.1.1. The exercise of physical force by a person against a program participant or staff member, that causes or could cause physical injury.
- 3.1.2. An attempt to exercise physical force against a program participant or staff member, that could cause physical injury.
- 3.1.3. A statement or behaviour that it is reasonable to interpret as a threat to exercise physical force that could cause physical injury.
- 3.1.4. Examples could include but are not limited to:
 - 3.1.4.1. Physical assault
 - 3.1.4.2. Threatening behaviour – such as shaking fists, destroying property or throwing objects
 - 3.1.4.3. Verbal or written threats – any expression of an intent to inflict harm

3.2. Harassment:

- 3.2.1. Engaging in a course of vexatious comment or conduct against a program participant or staff member that is known or ought reasonably to be known to be unwelcome, or
- 3.2.2. Sexual harassment.
- 3.2.3. Examples could include but are not limited to:
 - 3.2.3.1. Making rude, degrading or offensive remarks that demean, ridicule, intimidate or offend.
 - 3.2.3.2. Bullying; acts or verbal comments that could mentally hurt or isolate a person in the workplace
 - 3.2.3.3. Making gestures that seek to intimidate
 - 3.2.3.4. Discrediting the person by spreading malicious gossip or rumours, ridiculing them, humiliating them, calling into question their convictions or their private life, shouting abuse at them
 - 3.2.3.5. Isolating the person by no longer talking to them, denying or ignoring their presence, distancing them from others
 - 3.2.3.6. Harassing a person based on a prohibited ground of discrimination

3.3. Sexual Harassment:

- 3.3.1. Engaging in a course of vexatious comment or conduct because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- 3.3.2. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- 3.3.3. Examples could include but are not limited to:
 - 3.3.3.1. Unnecessary physical contact, including unwanted touching
 - 3.3.3.2. Leering or inappropriate staring
 - 3.3.3.3. Displaying or circulating pornography, sexual pictures or cartoons, sexually explicit graffiti or other sexual images (including online)
 - 3.3.3.4. Spreading sexual rumours (including online)
 - 3.3.3.5. Suggestive or offensive remarks or innuendo about members of a specific gender
 - 3.3.3.6. Propositions of physical intimacy
 - 3.3.3.7. Demanding dates or sexual favours
 - 3.3.3.8. Threats to penalize or otherwise punish a person who refuses to comply with sexual advances (known as reprisal)
- 3.4. Reasonable action taken by NORCAT staff relating to classroom or course management is not harassment.

4. Responsibilities

- 4.1. The Chief Financial Officer shall be the designated reporting contact.
- 4.2. Administration shall:
 - 4.2.1. Ensure that measures and procedures and procedures in the violence and harassment program are carried out, and shall hold management accountable for responding to and resolving complaints
 - 4.2.2. Provide the support and resources necessary to ensure the learning environment is free from violence and harassment
 - 4.2.3. Provide leadership, assist with administration of the violence and harassment program and lead investigations into incidents or complaints of workplace violence or harassment
 - 4.2.4. Maintain on a confidential basis, all files and documents of disciplinary actions following a workplace violence or harassment investigation
 - 4.2.5. Encourage all parties to engage in problem resolution
- 4.3. Program participants and other staff shall:
 - 4.3.1. Immediately notify administration of incidents of violence or harassment
 - 4.3.2. Participate in investigations as required and provide relevant information related to investigations.

5. Procedure

- 5.1. NORCAT will proactively assess the risk of violence and harassment and will re-assess if there are changes in conditions or a violent incident occurs that was not foreseen during a previous risk assessment.

- 5.2. Program participants and staff are encouraged to comply with all security and safety precautions that are made available.
- 5.3. Program participants and staff are responsible for notifying administration of any risk or perceived risk that may be associated with their day to day activities.
- 5.4. Communication is available at all learning locations. Staff are responsible for contacting 911 in the event of an emergency. In the event a situation escalates to a point where anyone feels violence is possible, contact 911 immediately.
- 5.5. In some situations, domestic violence may also enter the learning environment. The following are some signs of domestic violence:
 - 5.5.1. The victim may:
 - 5.5.1.1. Try to cover bruises
 - 5.5.1.2. Be sad, lonely, withdrawn and / or afraid
 - 5.5.1.3. Apologize for the abuser's behaviour
 - 5.5.1.4. Be nervous when the abuser is in the vicinity
 - 5.5.1.5. Miss classes frequently
 - 5.5.2. The abuser may:
 - 5.5.2.1. Attempt to contact the victim frequently, which may disrupt learning
 - 5.5.2.2. Stalk and / or watch the victim
 - 5.5.2.3. Show up at the learning facility and pester staff or program participants with questions about the victim
 - 5.5.2.4. Display jealous and / or controlling behaviours
 - 5.5.2.5. Threaten staff or other program participants or verbally abuse the victim and others around them
 - 5.5.2.6. Destroy the victim's or the organization's property
 - 5.5.2.7. Physically harm the victim and / or those around them
 - 5.5.3. If staff or program participants are concerned that an individual is at risk, they should inform administration. Administration will take action to secure the workplace and will provide the victim with information on support services available to them.
- 5.6. When a violent situation occurs or is imminent, call 911 for emergency situations. Police and / or the appropriate first responders will respond appropriately.
- 5.7. Once the safety of all persons involved has been assured and first aid administered or arranged (as appropriate), the incident should be reported for investigation and follow-up.
- 5.8. While program participants are encouraged to report incidents of violence and / or harassment, reporting is NOT mandatory.
- 5.9. NORCAT staff are strongly encouraged to report all incidents of violence and / or harassment that they witness or hear of.
- 5.10. Incidents or complaints of violence and / or harassment can be reported verbally or in writing.

- 5.11. Reports can be made to any NORCAT staff. The designated reporting official is the Chief Financial Officer Silvana D'Angelo (705) 521-8324 x 243 sdangelo@norcat.org
- 5.12. For written submissions, please use the violence and harassment complaint form.
- 5.13. When reporting verbally, whomever is recording the complaint will gather as much information as possible and will use the information for complete the complaint form.
- 5.14. Reports should include the following information at minimum:
 - 5.14.1. Name(s) of the worker who as allegedly experienced violence or harassment and contact information.
 - 5.14.2. Name(s) of the alleged assailant(s) or harasser(s), position and contact information if known.
 - 5.14.3. Details of what happened including date(s), frequency and location(s) of the alleged incident(s).
 - 5.14.4. Any supporting documents the complainant may have in their possession that are relevant to the complaint.
 - 5.14.5. A list of any documents, witnesses that another person, or the alleged assailant(s) or harasser(s) may have in their possession that are relevant to the complaint.
- 5.15. Incidents or complaints of violence or harassment should be reported as soon as possible after experiencing or witnessing an incident.
- 5.16. Reports of violence and / or harassment may be reported to any NORCAT staff the victim and / or witness is comfortable speaking with.
- 5.17. The administration team must be notified of any report of violence and / or harassment to ensure prompt investigation and follow-up. If a member of the administration team is an alleged assailant(s) or harasser(s), other team members will conduct the investigation.
- 5.18. All reports and incidents of violence and / or harassment shall be kept confidential except to the extent necessary to protect workers, conduct investigations and / or take corrective action or otherwise ad required by law.
- 5.19. NORCAT will ensure that an investigation appropriate to the circumstances is conducted when an incident is reported or otherwise becomes aware of an incident of violence or harassment.
- 5.20. The administration team will determine who will conduct the investigation into the incident or complaint of violence or harassment. If the allegation includes a member of the administration team they will be excluded from the investigation team.
- 5.21. Investigations must be completed in a timely manner, and generally within 30 days or less unless there are extenuating circumstances.
- 5.22. The investigator must ensue the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- 5.23. The investigator must thoroughly interview the individual who allegedly experienced the violence and / or harassment and the alleged assailant(s) and / or harasser(s). This must include reasonable effort to contact the alleged assailant(s) and / or harasser(s) if they are not affiliated with NORCAT as either staff member or program participant.

- 5.24. The alleged assailant(s) or harasser(s) must be given the opportunity to respond to the specific allegations raised by the complainant. In some circumstances, the complainant should be given a reasonable opportunity to reply.
- 5.25. The investigator must interview any relevant witnesses who may be identified by either the complainant or alleged assailant(s) or harasser(s) or otherwise identified as necessary to complete the investigation. The investigator will make reasonable effort to interview identified witnesses that are not affiliated with NORCAT as either staff or program participant.
- 5.26. The investigator will collect and review all relevant documentation.
- 5.27. The investigator shall take appropriate notes and statements during all interviews.
- 5.28. The investigator shall prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations, the response and any evidence. The report shall set out findings of fact and come to a conclusion about whether violence or harassment occurred or not.
- 5.29. Within 10 days of the investigation being completed, the complainant shall be informed in writing of the results of the investigation and any corrective action taken or planned to address the incident.
- 5.30. Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of violence or harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect individuals, to investigate the complaint or incident to take corrective action or otherwise required by law.
- 5.31. While the investigation is on-going, the complainant, alleged assailant(s) or harasser(s) and any witnesses should not discuss the incident, complaint or investigation with each other or other individuals witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.
- 5.32. All records relating to the investigation will be kept confidential.
- 5.33. NORCAT will take appropriate interim measures to protect complainants and witnesses while the investigation process is ongoing, as appropriate to the situation.
- 5.34. While respecting the confidentiality of the individuals involved, the investigation team may consult with management as necessary.
- 5.35. Deliberately reporting false allegations may result in disciplinary action.
- 5.36. All records relating to the investigation will be maintained confidential by administration.
- 5.37. The administration team will maintain a current list of community supports and services available to victims of assault and harassment. Information on these resources will be made available, confidentially, to any victim, witness or other complainant when reporting alleged incidents of violence or harassment.