

Theological Statement

The Centre for Christian Studies seeks to be a community of learning characterized by relationships of mutual respect, free from violence, exploitation, harassment, discrimination and abuse. We believe that such relationships are a reflection of God's intention for human community. We affirm the right of all persons to dignity and freedom from fear of violation.

Violence, exploitation, harassment, discrimination and abuse distort relationships and lead to alienation and distrust between individuals and within communities, regardless of the intention of the actions. These actions are sinful and perpetuate injustice. The church is called to denounce injustice and to uphold a vision of faithful living and right relationships.

Workplace Safety Law

- Every employee is entitled to work free of harassment.
- The employer must ensure, as much as is practical, that no employees are subjected to harassment in the workplace.
- The employer will take corrective action regarding any employee who harasses another employee.
- The employer will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone, except where disclosure is necessary to investigate the complaint, take corrective action or required by law.
- Employees have the right to file a complaint with the provincial Human Rights Commission. To file a complaint or obtain information from the Manitoba Human Rights Commission, call 204-945-3007 or 1-888-884-8681. (The Centre for Christian Studies is incorporated in Manitoba, and operates from Winnipeg)
- The employer's harassment prevention policy is not intended to discourage or prevent complainants from exercising any other legal rights under any other law.

Purpose Statement

The Centre for Christian Studies is committed to providing safe environments for work, worship and study, free from harassment and violence. Harassment in any form, or manner will not be condoned or tolerated by our community that values mutual respect, dignity and the individual contributions of its employees, students and volunteers.

All complaints of harassment or violence toward anyone within the learning community—including staff or students, and elected members or volunteers—will be taken seriously and dealt with in a spirit of compassion and justice.

It is everyone's responsibility to raise concerns about harassment, violence, and discrimination. It is also everyone's responsibility to take steps to address harassment, violence, and discrimination.

Description/Definitions

Harassment is defined as any unwanted physical, sexual, or verbal conduct that is known or ought reasonably to be known to be unwanted, and is a form of **discrimination**. Harassment may involve a wide range of behaviour, from verbal innuendo and subtle suggestions to overt demands and physical abuse, and it includes psychological harassment.

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to punish a refusal to comply.

Violence is defined as the attempt or exercise of physical force by a person against a worker in a workplace that causes or could cause injury. It also includes statements or behaviours that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury.

What is Harassment?

There are two main types of harassment. One type includes inappropriate conduct in any form about a person's:

- age, race
- creed, religion
- gender, sex, sexual orientation
- marital status, family status, economic status
- political belief, association or activity
- disability, size, weight, physical appearance
- nationality, ancestry or place of origin

A second main type relates to what is sometimes referred to as "bullying" behaviour that may involve:

- repeated humiliation or intimidation that adversely affects a person's psychological or physical well-being
- a single instance so serious that it has a lasting, harmful effect

Harassment may be written, verbal, electronic, physical, a gesture or display, or any combination of these. It may happen only once, but often happens repeatedly.

What is not Harassment?

Reasonable actions by managers or supervisors to help manage, guide or direct workers or the workplace are not harassment. Appropriate employee performance reviews, counselling or discipline by a supervisor or manager is not harassment.

Reasonable feedback and actions by staff to help manage, guide or direct students in their learning are not harassment. Appropriate assessment, feedback, reporting, or change of student status decisions are not harassment.

Rights and Responsibilities (staff/students/volunteers)

Employees are entitled to work free of harassment and violence at the Centre for Christian Studies. Students are entitled to learn free of harassment and violence at the Centre for Christian Studies. Volunteers are entitled to participate in the community at the Centre for Christian Studies free of harassment and violence.

Volunteers, Students and Employees have the responsibility to treat each other with respect. We ask that anyone who experiences harassment or violence or sees another person harassed, threatened or harmed reports it to the appropriate person. In field placements, this may include reporting through the placement organization *and* the Centre for Christian Studies.

Staff, students and volunteers are responsible to co-operate in the investigation of a complaint.

All employees have the right to file a complaint with the Manitoba Human Rights Commission (or other provincial commission as appropriate, for out of province work(ers)). Such a complaint may be made in addition to or instead of a complaint within the Centre for Christian Studies. A complaint must be made within six months of the date of the last incident of harassment. To file a complaint or obtain information from the Manitoba Human Rights Commission, call 204-945-3007 or 1-888-884-8681.

Responsibilities (staff/Principal/governance)

The Principal and Central Council of the Centre for Christian Studies must ensure, as much as possible, that no employee is harassed in the workplace. The Principal will take corrective action with anyone under their direction who harasses another person.

The Centre for Christian Studies will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is:

- necessary to investigate the complaint
- a part of taking corrective action

- requested by the overseeing authority of a denomination (for clergy, postulants or candidates for ministry)
- required by law

The harassment prevention policy at the Centre for Christian Studies does not discourage or prevent anyone from exercising their legal rights.

Procedures

1. In situations of violence, safety is the primary concern. Take immediate steps for security, including calling 911 for emergency assistance.
2. All complaints of harassment or violence will be taken seriously.
3. If the person complaining (the complainant) is able to do so, they should first communicate directly with the person who is behaving inappropriately, to tell them that their behaviour is unacceptable and is being experienced as unacceptable by the complainant.
4. If the behaviour does not stop or the complainant is unable to speak to the respondent (the person behaving inappropriately), then a complaint should be made in writing with detail as to the date of the incident(s), location, any witnesses, and a description of the incident(s).
5. The complaint should be sent to the Principal of the Centre for Christian Studies.

If a complaint is made about the Principal, or the Principal is the complainant, the complaint will be made to the co-chairs of the Central Council, who will secure appropriate outside counsel and resources (e.g. a Human Resources consultant). If the complaint involves the co-chair(s), the Principal will secure appropriate outside counsel and resources.
6. The Principal will assess the complaint and the applicability of this policy to respond to the complaint. If there are other processes available to address the complaint, those may be recommended by Principal. Such other options could include mediation, a facilitated conversation, or other forms of dispute resolution.
7. The complaint will be provided to the respondent at the earliest possible opportunity by the Principal or appointee.
8. The Principal will inform the Central Council or its Executive that a complaint has been received. If the complaint involves a field placement, the site will be informed. If the complaint is in the context of a learning circle, the program staff leading the circle will be informed that a complaint has been received. If the respondent is a clergy person, postulant or candidate for ministry, the Principal will also inform the Bishop,

Office of Vocation or other denominational authority that a complaint has been made, and of the process to be used to address the complaint.

9. The parties will be encouraged to seek support, including pastoral care.

10. The Principal will determine whether to secure the services of a consultant to investigate the complaint.

11. The Principal or investigator will meet with the parties to the complaint in person if possible, or by phone or video call; if there are any witnesses, conversations with the witnesses may be conducted in person or over the phone or by video call.

12. The Principal or investigator will prepare a report with recommendations to resolve the complaint, and the report will be provided to the Central Council Executive, who will communicate the resolution and recommendations, as appropriate, to the parties, staff, and others such as field placement site and denominational authorities.

13. The parties will be provided with information about the outcome as appropriate in the circumstances, and all information will be held in as much confidence as is possible while still ensuring fair process.

Corrective Actions, Safeguards, Remedies

Employees, students and volunteers who harass another person or engage in violent behaviour will be subject to corrective action. If the investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser. When the investigation finds harassment or violence occurred, the incident and the corrective action will be recorded in the harasser's personnel or student file.

Confidentiality

Staff and volunteers of the Centre for Christian Studies will not identify a complainant, an alleged harasser or any circumstances about a complaint, to anyone, with the following exceptions:

- When it is necessary in investigating the complaint
- As needed to ecclesial authorities for clergy, postulants and ministry candidates
- As needed to appropriate authority in a field placement
- If it is part of disciplinary action
- Where required by law

Retaliation

Anyone who retaliates in any way against a person who has complained of harassment or violence, given evidence in an investigation or been found guilty of harassment or

violence, will be considered to have committed harassment and will be subject to corrective actions described previously.

Remedies for those who have experienced harassment or violence

People who have been harassed, or experienced violence, may be entitled to one or more of the following remedies, depending on the severity of the harassment and its effects:

- an oral or written apology from the harasser and the Centre for Christian Studies,
- compensation for any lost wages, or a job or promotion that was denied because of the harassment
- compensation for any lost employment benefits
- a commitment they will not be transferred, or have a transfer reversed, unless they choose to move

No record of the complaint, investigation or decision will go in the employee's personnel file if the complaint was made in good faith. Any unfavourable work review or comments that were placed in the complainant's personnel file because of the harassment will be removed from the file.

Domestic Violence Safety Plans

The Centre for Christian Studies is committed to a vision of a world free from domestic violence, and recognizes that people in our community may yet be affected by domestic violence. We name that domestic violence often spills into work or learning contexts, and are committed to making safety plans with students, staff and volunteers as needed.

Education

The Centre for Christian Studies commits to making sure all of its staff, students and volunteers learn about violence and harassment and the violence and harassment policy

Monitoring

The Principal of the Centre for Christian Studies will monitor this policy and make adjustments whenever necessary. If you have any concerns with this policy, please bring them to the attention of the Principal, members of Central Council (including the student representatives), or the Staff Support Committee.