

Harassment Advisory Group

Purpose

To educate the staff, students, and volunteers of the Centre for Christian Studies regarding harassment and its harassment policy and for receiving, processing, and acting on complaints under the policy.

Duties and Responsibilities

1. Ensure ongoing education for staff, students, and volunteers of CCS regarding harassment and the Harassment Statement of Policy and Procedures.
2. Ensure that staff, students and volunteers are aware of the names of the members of the Advisory Committee and how to contact them.
3. Advise Complainants about the Statement of Policy and Procedures.
4. Ensure that both the Complainant and the Respondent in any case have access to pastoral care.
5. Ensure that the written complaint is delivered to the Respondent and advise the Respondent about this Statement of Policy and Procedures.
6. Proceed with action on complaints.
7. Request the Central Council to set up a Formal Hearing Committee if needed to hear a complaint under this policy and to decide whether the complaint has been substantiated and to make recommendations as are appropriate.
8. Report annually to the Central Council.
9. Considering the circumstances involved and issues of expediency and cost, on a discretionary basis, appoint someone to act on its behalf in a situation where the location of the events in question or the parties may make it impractical to proceed with any part of its responsibilities personally.
10. Request from the Treasurer of the Central Council sufficient resources to enable it to act on a complaint. Upon receipt of such request, the Treasurer will act in a way that maintains as much confidentiality as possible and will only inform the Finance Committee of the expended amounts.
11. Prepare and submit an annual budget to the Human Resources Committee for the Advisory Group's needs.
12. Minute all meetings.

Composition and Qualifications

1. The Advisory Group shall include 3 members, at least one of whom shall be female and one of whom shall be male. The Committee members will be appointed by the Central Council, and will not include anyone who is either a student, staff member, Learning Facilitator, or Mentor of the Centre, or their immediate family. The members of the committee should be familiar with the issues related to harassment. Upon appointment, all members of the Advisory Group are required to become familiar with the issues involved in harassment.
2. A member of the Advisory Group, including anyone co-opted to perform any of the tasks of the Advisory Group, shall, in all matters in which he or she is involved by virtue of this Statement of Policy and Procedure, maintain total and strict confidentiality, imparting any information gathered to no one other than the parties

themselves and, where a Formal Hearing is recommended or requested, the Chair of the Formal Hearing Committee

3. Notwithstanding the need for confidentiality, each member of the Advisory Group shall be responsible to ensure their own needs for pastoral care and support are met.

Commitment

- (1) The term of office of Advisory Group members shall normally be two years, renewable twice.
- (2) The members of the Advisory Group shall be appointed by the time of the annual meeting each year when vacancies exist.
- (3) If it appears that a member of the Advisory Group, including anyone co-opted to perform any of the tasks of the Advisory Group, may have a conflict of interest in respect to the Complainant or Respondent, they shall be disqualified from involvement in the process related to this complaint.

Accountability

- to Human Resources Committee through its convener
- to the Corporation annual meeting with a written annual report
- to submit a copy of minutes to Administrative Assistant for official records.

Supporting Policies:

CCS Harassment Policy

Work pending:

The CCS Harassment Policy is cumbersome and has a few anomalies in it because of the mix of all kinds of harassment and sexual harassment. It would be worth discussion about whether the policy should be re-written as a “Respectful Workplace” policy, which is what many non-profits and cities are now using. They include the harassment policy in as minimal a way as legally possible but are much more user-friendly and less daunting. This would be a task for the Personnel Policy Working in our structure but would need input from the Harassment Advisory Working Group.

Date: January 2010