

Community Wise Resource Center Anti-Harassment Policy

Community Wise Resource Center (CW) provides offices, meeting rooms, activity spaces, common spaces and other resources for a diverse number of member organizations.

The CW Board and staff are responsible for ensuring the safety of members of member organizations when those members are using CW facilities. Because member organizations are only connected through membership in CW, CW is necessarily involved when a harassment complaint is made by a member of a member organization against a member of another member organization.

Thus, CW has developed an updated anti-harassment policy which is binding on all member organizations as a condition of being, or becoming, a member organization.

Purpose of the Policy

The policy is intended to prevent harassment of any type on CW premises, including sexual harassment, and to deal quickly and effectively with any incident of alleged harassment which might occur.

The policy applies to all member organizations, members of member organizations, and CW staff.

Definition of Harassment

Harassment occurs when a person is subject to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, marital status, source of income, family status, gender or sexual orientation.

Examples of harassment which will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any of the above characteristics, display of pornographic, racist or offensive signs or images, practical jokes that result in awkwardness or embarrassment, and unwelcome invitations or requests, whether indirect or explicit.

Definition of Sexual Harassment

Sexual harassment is defined as any sexually oriented conduct based upon gender or sexually oriented conduct which is unwelcome. Sexual harassment includes but is not limited to unnecessary touching or patting, suggestive remarks or other verbal abuse, leering, compromising invitations, demands for sexual favours, "dirty" jokes, and pictures of pornographic materials. Sexual harassment can occur in person and in virtual contexts online through social media, email or

dating sites. The conduct need not be intentional in order to be considered sexual harassment. It is the impact the conduct has on the complainant that is relevant.

Procedure

Any member of a member organization who believes he or she has been sexually harassed is advised to do the following:

1. Tell the alleged harasser that the behaviour is unwelcome and ask that the behaviour stop.
2. If the behaviour continues, make a complaint to a person in charge of your member organization.
3. Keep a record of incidents (dates, times, locations, possible witnesses, what happened and your response) in order to strengthen your complaint and to help you recall details over time.

Dealing with a complaint

1. A member organization to which a complaint has been made shall forthwith report the complaint to CW staff.
2. CW staff shall forthwith report the complaint to the CW Board of Directors (the CW Board).
3. The Board shall, within 2 business days, form a Special Review Committee (SRC). The SRC shall be comprised of no less than 3 people and no more than 5; 2 members of the CW Board including one representative of the CW membership committee and one representative of the executive committee, and 1 to 3 individuals who are not directly associated with the complainant or the alleged harasser.
4. The SRC shall gather and review all relevant evidence which shall, at a minimum, include interviewing the complainant and the alleged harasser.
5. Upon completion of its review, the SRC shall determine whether or not the complaint has been proven. If the determination is that it has been proven, the SRC may take any of the following steps:
 - A. follow a restorative justice approach which prioritizes the safety of the complainant;
 - B. require that the harasser formally apologize to the complainant;

- C. suggest that the harasser access training or therapy to address abusive behaviours or patterns;
- D. restrict the harasser's access to CW premises to specific times and places;
- E. prohibit the harasser from any access at all to CW premises, either temporarily or permanently.

Responsibilities of Member Organizations

In the event that a member of a member organization is found by the SRC to have harassed the complainant, the member organization shall ensure that the decision is upheld and any measures imposed upon the harasser are imposed by the member organization against the harasser as a condition of remaining a member.

If the member organization does not comply, the CW Board may revoke the member organization's membership, which would mean a cessation of all privileges as a member in CW.

In the event that the member organization's membership in CW is revoked, any representation of that organization on the CW Board is revoked as well.

General Provisions

Nothing in this policy prohibits a complainant from making a complaint of harassment to the Alberta Human Rights Committee and/or reporting any incident of assault to the police.

All complaints shall be kept completely confidential.

Name of Organization: _____

Name of Representative: _____

Signature: _____

Date: _____