

# Anti-Harassment Policy



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Approved:	March 4 <sup>th</sup> , 2019

## Purpose:

The purpose of this policy is to ensure a harassment-free environment where all members, Volunteers and guests are treated with respect and dignity.

## Definitions:

Volunteer	A member of the MST acting on behalf of the MST. Includes members and Directors.
Director	A member of the Board of Directors of the MST.
Board	The Board of Directors of the MST.
Harassment	<ul style="list-style-type: none"><li>• offending or humiliating someone physically or verbally;</li><li>• threatening or intimidating someone; or</li><li>• making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.</li></ul>
Sexual harassment	<ul style="list-style-type: none"><li>• offensive or humiliating behaviour that is related to a person's sex;</li><li>• behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive environment; or</li><li>• behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's volunteer opportunities.</li></ul>

## References:

- Privacy Policy

## Policy:

### 1. Preamble

- 1.1 The Mycological Society of Toronto is dedicated to providing a harassment-free experience for everyone. Harassment at the MST is not tolerated. Volunteers and members who are found to have harassed another individual may be subject to disciplinary action.
- 1.2 This includes any individual who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

### 2. Application

- 2.1 This policy applies to all current members of the MST.
- 2.2 This policy applies to all behaviour that is in some way connected to MST activities, including during forays, meetings, public events, training and on business trips.

### **3. Responsibilities and Expectations**

- 3.1 The MST is responsible for providing all members and Volunteers a harassment-free environment.
- 3.2 The Board is responsible for:
  - a. ensuring that this policy is applied in a timely, consistent and confidential manner;
  - b. determining whether or not allegations of harassment are substantiated;
  - c. and determining what corrective action is appropriate where a harassment complaint has been substantiated.
  - d. the administration of this policy;
  - e. reviewing this policy annually, or as required;
  - f. making necessary adjustments to ensure that this policy meets the needs of the organization.
  - g. fostering a harassment-free environment and setting an example about appropriate behaviour;
  - h. communicating the process for investigating and resolving harassment complaints made by members or Volunteers;
  - i. dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
  - j. taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate;
  - k. ensuring harassment situations are dealt with in a sensitive and confidential manner.
- 3.3 Members and Volunteers are responsible for:
  - a. treating others with respect;
  - b. reporting harassment to the Board;
  - c. cooperating with a harassment investigation and respecting the confidentiality related to the investigation process.
- 3.4 Members and Volunteers can expect:
  - a. to be treated with respect in the environment;
  - b. that reported harassment will be dealt with in a timely, confidential and effective manner;
  - c. to have their rights to a fair process and to confidentiality respected during a harassment investigation;
  - d. to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

### **4. Procedures for Addressing a Harassment Complaint**

#### **4.1 Filing a Complaint**

- 4.1.1 A member or Volunteer may file a harassment complaint by contacting a member of the Board. The complaint may be verbal or in writing. If the complaint is made verbally, the Director will record the details provided by the individual.
- 4.1.2 The individual should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).
- 4.1.3 Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the individual from doing so.
- 4.1.4 The Board will tell the person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.
- 4.1.5 Every effort will be made to resolve harassment complaints within 30 days. the Board will advise both parties of the reasons why, if this is not possible.
- 4.1.6 If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the President or Vice-President.

#### **4.2 Mediation**

- 4.2.1 Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation.
- 4.2.2 Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.
- 4.2.3 The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.
- 4.2.4 Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

#### 4.3 Investigation

- 4.3.1 If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. All effort will be made to have the investigation handled by an individual who has the necessary training and experience. In some cases, an external consultant may be engaged for this purpose.
- 4.3.2 The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.
- 4.3.3 The investigator will prepare a report that will include:
  - a. a description of the allegations;
  - b. the response of the person the complaint was made against;
  - c. a summary of information learned from witnesses (if applicable);
  - d. a decision about whether, on a balance of probabilities, harassment did occur.
- 4.3.4 This report will be submitted to the Board. Both parties to the complaint will be given a copy.

#### 4.4 Substantiated Complaint

- 4.4.1 If a harassment complaint is substantiated, the Board will decide what action is appropriate.
- 4.4.2 Remedies for the person who was harassed may include: an oral or written apology; and compensation for hurt feelings.
- 4.4.3 Corrective action for the individual found to have engaged in harassment may include: a reprimand; a suspension of membership; and/or termination of membership.
- 4.4.4 Both parties to the complaint will be advised, in writing, of the decision.

### 5. Other Redress

- 5.1 A member or Volunteer who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission, or report the harassment to a law enforcement agency.

### 6. Privacy and Confidentiality

- 6.1 All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.
- 6.2 The MST and all individuals involved in the harassment complaint process, will comply with all requirements of the MST's Privacy Policy to protect personal information.

### 7. Review

- 7.1 The Board will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all members and Volunteers.

### 8. Enquiries

- 8.1 Enquiries about this policy and related procedures can be made to the Membership Director ([membership@myctor.org](mailto:membership@myctor.org)).