

Anti-Discrimination

POLICY

SEOCHC believes in the uniqueness, equality and potential of every individual, and values diversity as an asset to the organization, to our society and to community life. Those who have particular needs due to language, race, culture, ethnicity, religion, colour, place of birth, citizenship, ancestry, gender, sexual orientation, age, creed, marital status and disability, have a right to services, supports, and other resources which are non-judgemental, sensitive, accessible, available, relevant, flexible, confidential and respectful.

South-East Ottawa is non-discriminatory, committed to the principles of equality, where every staff person, student, client, board member, community member and volunteer sees themselves as valued by the organization. We will act with mutual respect for one another's similarities and differences, and a willingness to build on one another's uniqueness. Each individual has the right to a professional environment which promotes equal opportunities and prohibits discriminatory practices.

South-East Ottawa CHC has no tolerance whatever for harassment, whether of a sexual, physical, verbal, racial, political or any other kind, and whether engaged in by fellow employees, managers, Directors or any other officials of the organization. While carrying out their program duties and responsibilities, employees, students and/or volunteers will work with clients, program participants, and peers without discrimination and in a manner that is respectful of diversity and individual right to appropriate services.

Complaint Procedure

1. It is recommended that anyone who feels that they have been subjected to harassment and/or violence in the workplace report the matter to their immediate supervisor or to the Executive Director. A mutually agreed upon third party will be present for support and verification. Notes from the meeting will be kept and signed by all three parties, with a copy going to the complainant.
2. The Executive Director or immediate supervisor will advise the person to write immediately to the person against whom a complaint is being made, in order to inform him or her that their actions are unacceptable and unwelcome.
3. In the event that the Executive Director is the person against whom a complaint is being made, the complaint and subsequent investigation will be the responsibility of the President of the Board.
4. In the event a Director is the person against whom a complaint is being made, the complaint and subsequent investigation will be the responsibility of the President of the Board.
5. In the event that the President is the person against whom a complaint is being made, the complaint and subsequent investigation will be the responsibility of the Executive Committee of the Board excluding the President of the Board.
6. The complainant is responsible for documenting incidents if they continue and reporting the incident(s) to their immediate supervisor, the Executive Director or the appropriate person or committee as mentioned above.
7. The Executive Director, President or Executive committee as appropriate will ensure that there is a thorough independent investigation of the complaint(s). This investigation may necessitate the involvement of private investigators hired

- for the purpose, or a referral to the local police department. In situations where the person against whom a complaint has been made directly supervises or otherwise directs the work of the complainant, the Executive Director will guarantee supervision by somebody other than the alleged offender until the investigation has been completed.
8. The Executive Director, President, or Executive Committee as appropriate will consult with the SEOCHC legal advisor prior to the development of final recommendations.
 9. The supervisors of the employees involved are advised in confidence of the final recommendations.
 10. If a disciplinary procedure is to be initiated, the process is outlined in the personnel manual, under *Progressive Discipline*. The Board of Directors shall determine any disciplinary procedure related to the President or a Director.
 11. Strict confidence will be maintained by all parties involved. All written documentation relating to harassment incidents at SEOCHC shall be kept on file by the Executive Director, and shall bear the signatures of the parties involved. If the complaint is against the Executive Director, the President or a Director, SEOCHC corporate office will keep the documentation on file.
 12. The Finance and Human Resources Committee will be apprised of the results of any harassment investigations, withholding the names of those concerned in the case. The material will be reported as information only.
 13. Recommendations relating to organizational issues of harassment and/or violence in the workplace are to be forwarded from the Executive Director to the Finance and Human Resources Committee for consideration and implementation.
 14. It is strongly recommended that individuals complain to the Ontario Human Rights Commission (255 Albert Street, Ottawa, Ontario K1P 6A9, phone number 1-800-387-9080 if the employer, South-East Ottawa Community Health Centre, fails to respond and protect against further harassment.

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