



SEXUAL HARASSMENT POLICY

January 2022

The Policy Statement

The Carpenter's Hope is a faith based Non-Profit Corporation and is committed to providing a safe environment for it's employees, board of directors, and volunteers free from discrimination on any ground and from harassment in service in any capacity, including **Sexual Harassment**. The Carpenter's Hope will operate a zero-tolerance policy for any form of harassment in the workplace or in volunteer service, and will treat all incidents seriously and promptly investigate all allegations of **Sexual Harassment or Sexual Misconduct**. No one will be victimized for making such a complaint. Any person found to have sexually harassed another will face disciplinary action up to and including dismissal from employment or required to discontinue volunteer services immediately.

For the purposes of this policy, all references to Sexual Harassment will refer to Sexual Misconduct as well.

Definition of Sexual Harassment

Sexual Harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment or volunteer status, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Physical conduct

- Unwelcomed physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- The use of job-related threats or rewards to solicit sexual favors

Verbal Conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone, text or email)

Non Verbal Conduct

- Display of sexually explicit or suggestive material
- Sexually suggestive gestures
- Whistling
- Leering

(note this list is for the purpose of furnishing examples, but in no way indicates an exhaustive list of offenses that could be considered as SH/SM. It can include any conduct or action of a sexual nature that is unwanted or unwelcome by the recipient)

Restrooms and Dorm Use

It is the policy and expectation of The Carpenter's Hope that all participants will be restricted to use restrooms and dorm space according to their gender of birth.

Anyone can be a victim of **Sexual Harassment**, regardless of their gender or of the gender of the harasser. The Carpenter's Hope recognizes that these issues may also occur between people of the same gender. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

The Carpenter's Hope recognizes that **Sexual Harassment** is a manifestation of a power relationship and often occur within unequal relationships in a workplace, for example between manager or supervisor and employee.

Anyone, including employees of The Carpenter's Hope, volunteers, clients, customers contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All **Sexual Harassment** is prohibited whether it takes place within The Carpenter's Hope premises or outside, including at social events, fundraising events, business trips, volunteer training or recruiting, restoration projects or other events/activities sponsored by The Carpenter's Hope.

Complaint Procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. The Carpenter's Hope recognizes that **Sexual Harassment** may occur in unequal relationships and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach the alleged harasser, he/she can approach the TCH worksite representative, staff member, member of the board of directors of The Carpenter's Hope, or the staff member of the organization teaming with The Carpenter's Hope to conduct recovery work.

When a designated person receives a complaint of sexual harassment, he/she will:

- Immediately record the dates, time, and facts of the incident(s)
- Ascertain the views of the victim as to what outcome he/she wants
- Ensure that the victim understands the company's procedures for dealing with the complaint
- Discuss and agree the next steps: either informal or formal complaint, with the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- Keeps a confidential record of discussions
- Respect the choice of the victim
- Ensure that the victim knows that he/she can lodge the complaint outside of the company through the relevant legal framework
- If the report is received by a leader outside of The Carpenter's Hope, immediately inform The Carpenter's Hope team leader or president or board member if the accusation is against the leader on site.
- The appropriate staff or board member of The Carpenter's Hope will report any reports of sexual harassment to the insurance carrier with the complaint and status of the investigation. That person is also responsible for updating the carrier on changes and any updates as they are discovered.

Throughout the complaint procedure, a victim is entitled to be helped by a counselor. The Carpenter's Hope insurance carrier will make the determination if a counselor is covered in its policy.

Informal Complaints Mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- Give an opportunity to the alleged harasser to respond to the complaint
- Ensure that the alleged harasser understands the complaint mechanism
- If the victim agrees, facilitate a discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a mediator to resolve the matter
- Ensure that a confidential record is maintained on the progress of the complaint
- Follow-up after the outcome of the complaints mechanism to ensure that the behavior has ceased
- Ensure that the above is completed speedily and within 24 hours of the complaint
- Always provide a progress report to the President and Board of Directors of The Carpenter's Hope

Formal Complaint Mechanism

If a victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer to the president or Chairman of the Board of Directors of The Carpenters Hope to instigate a formal investigation. That individual will add at least one more member to investigate the incident or refer it to a called committee of the Board of Directors.

The person(s) carrying out the investigation will:

- Interview the victim and the alleged harasser separately
- Interview other relevant third parties (witnesses) separately
- Decide whether or not the incident (s) of sexual harassment took place
- If the harassment took place, decide what the appropriated remedy for the victim is, in consultation with the victim, (i.e. an apology, removal from the work scene, discipline etc.)
- Follow up to ensure the recommendations are implemented, that the behavior has stopped and the victim is satisfied with the outcome
- If it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace
- Ensure the investigation receives priority emphasis with focus on timely, thorough investigation
- Produce a report detailing the investigation, findings, and any recommendations
- Notify the victim in writing the results of the investigation as quickly as possible and in any event within 14 days of the complaint, produce a preliminary report with a copy to the victim
- Complete a final report (in a timely manner) when all investigations are completed
- Maintain a record of all actions taken
- Ensure that all records concerning the matter are kept confidential and a copy maintained in The Carpenter's Hope office in a secure location

Outside Complaints Mechanisms

A person who has been subject to **Sexual Harassment** can also make a complaint outside of the company or sponsoring organization. They can do so through any legal framework that holds jurisdiction responsibilities for these actions.

Required Of Partner Organization, Individual Partners

The Carpenter's Hope plan of work is to recruit individuals, church groups or other organizations to conduct volunteer services. A copy of this policy will be provided to them and an affirmation of compliance must be completed and signed by an authorized party.

Implementation of This Policy

Upon approval of The Carpenter's Hope Board of Directors the policy will go into effect immediately. A regular review of the policy, report of any activity and compliance to the policy will be provided to the Board of Directors in the first meeting of the calendar year.