

United Native Friendship Centre

Policy: Abuse	Date Created: March 25, 2019
	Date Approved: March 27, 2019

Policy Statement: the United Native Friendship centre will not tolerate any form of physical, sexual, emotional, verbal or psychological abuse, nor any form of harassment or neglect.

The purpose of this policy is to maintain an environment that is free from harassment or abuse, identify the behaviors that are unacceptable, establish a mechanism for receiving complaints and establish a procedure to deal with complaints.

Definitions: the forms of Abuse in the policy statement are as follows:

Physical Abuse

Is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.

Sexual Abuse

Any unwanted touching, fondling, observations for sexual gratification, propositions of physical intimacy, display of sexually offensive pictures, graffiti or other materials including through electronic means, demands for dates or sexual favours, exhibitionism, rough and vulgar language related to gender, leering or inappropriate staring.

Sexual Solicitation

Prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers, supervisors, Board of Directors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also prohibited.

Emotional Abuse

Is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat and blaming.

Verbal Abuse

Is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

Psychological Abuse

Is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behavior, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

Neglect

Is defined as but not limited to any behavior that leads to a failure to provide services which are necessary such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.

Harassment

Is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behavior was unwelcome.

Responsibilities:

- A) The United Native Friendship Centre Board of Directors is the governing body that approves policies for the organization. The United Native Friendship Centre President will be the media representative to respond to all inquiries from any media.
- B) Executive Director is responsible for implementing the policies throughout the organization.
- C) Employees must review and sign the policy on an annual basis with their direct supervisor during their annual evaluation. Employees do not have authority to speak to any media; they must refer all such inquiries to the Executive Director.

Procedures & Resolution:

All employees, volunteers and Board of Directors of the United Native Friendship Centre are bound by this policy. They should ensure that visitors, contractors, clients, or anyone who enters any of the UNFC building, are monitored closely and any incidents of abuse (or suspected abuse) are reported immediately to their direct supervisor and/or the respective agency that the program is governed by. This should be done in writing and verbally.

The supervisor will then contact the Executive Director and submit a written report.

Upon receiving notification, the Executive Director will make a thorough investigation of the incident and meet with all the parties involved. If the incident proves to be reportable, this will be done immediately to the proper authorities. If the behavior is not reportable but still against UNFC policy then steps will be taken as provided in the UNFC Complaints Policy.

If the complaint is against an employee, they may be suspended with or without pay depending on circumstances until the matter has been resolved.

If the complaint is against a volunteer their volunteer hours will be suspended immediately

If the complaint is against one of the UNFC Board of Directors the President of the Board along with the Executive Director will do the investigation.

Authority:

This policy has been written in accordance with the rules and regulations as set out in the legislative acts of the agencies who governs the programs within the UNFC, they are as follows:

Early Years and Childcare Act 2014

Human Rights Act

Ministry of Children and Youth Services

Ministry of Social and Community Services

Criminal code of Canada

Long Term Care Act

Conflict of Interest:

If the nature of the complaint creates a conflict of interest for the Executive Director, the incident report will be forwarded to the UNFC President.

A Conflict of Interest is defined as participation or involvement in decisions where the result of the decision will unduly, or unfairly, favour one person over another as a result of relationship or preferences based on prohibited grounds.

Prohibited Grounds, under the Human Rights Code include: sex, race, age, creed, colour, marital status, sexual preference, disability, political or religious affiliation or family status.

Corrective Measures:

The decision ultimately made by the Board of Directors shall be final and binding. The employee or volunteer shall have no further right to appeal. Any, or all, of the following measures may be implemented:

- disciplinary action against the accused (including dismissal if warranted)
- Counselling, training and close supervision
- Employee assistance services

Acknowledgement:

I acknowledge that I have received and read the abuse policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this policy and to report any incidents of abuse as set forth in this policy.

Signature of employee/volunteer

Date

Signature of UNFC Representative