

CONGREGATION TEMPLE SHALOM

RESPECTFUL COMMUNITY POLICY

Effective: January 2022

Definitions

“Attendees” refers to any persons who attend programs or events at Temple Shalom

“Bullying,” see “Harassment” definition below.

“Complainant,” is defined as a person who files a complaint alleging a violation of this policy.

“Congregation,” refers to the corporate entity of Congregation Temple Shalom, its staff, assets, and premises.

“Disciplinary Measures,” refers to action that may be taken at the conclusion of a formal process when an employee has been found to have engaged in activities contrary to this policy, or in other cases, upon an immediate basis depending on the severity of the action. Each situation is individually assessed to determine the appropriate level of discipline based on a variety of contextual factors. Such measures may include:

- Written reprimand
- Suspension without pay
- Disciplinary demotion
- Immediate termination of employment for cause and without notice
- Notification of the appropriate authorities (e.g., local police)
- Being denied future access to Temple Shalom

“Disrespectful Behaviour” is defined as any behaviour that runs contrary to “respectful behaviour” (see below), and is disruptive to positive communication, courteous conduct and collaborative working relationships (e.g., gossip, interrupting people when they speak, belittling, insulting, and/or mocking people, etc.)

“Harassment,” is defined as any objectionable conduct that is based on race, creed, religion, colour, sex, sexual orientation, gender, marital status, family status, source of income, political belief, political association, political activity, disability, physical size or weight, age, nationality, ancestry or place of origin, and/or any bullying behaviour, which includes severe conduct that adversely affects a person’s psychological or physical well-being.

Conduct is considered “severe” if it is:

- Repeated humiliation or intimidation that adversely affects a person’s psychological or physical well-being, or
- A single instance so serious that it has a lasting, harmful effect on a person.

Harassment may be written, verbal, physical, online, electronic, a gesture or display, or any combination of these. It may happen only once, but often happens repeatedly.

“Inappropriate Behaviour,” is an overarching term used to describe disrespectful behaviour, sexual harassment, harassment, bullying, intimidation, and/or workplace violence.

“Informal Resolution,” is defined as a confidential, collaborative, problem-solving approach used to address less severe forms of inappropriate behaviour and to establish expectations to ensure future behaviour is respectful. It can include, but is not limited to:

- Communicating with the other person directly
- Resolving with the support of the supervisor or another level of management
- Resolving through a group meeting
- Resolving through third-party mediation

“Reasonable,” is defined as an action or approach that a person with sound judgement would take under a given set of circumstances at a point in time. Reasonableness is used when assessing impacts of disrespectful behaviour, sexual harassment, harassment, bullying, and physical violence.

“Respectful Behaviour,” is defined as behaviour that promotes diversity of thought, inclusion, dignity, courteousness, mutual respect, fairness, equality, and positive communication and collaborative working relationships.

“Respondent,” an individual who has been alleged to have acted inappropriately, disrespectfully, or engaged in harassment.

“Sexual Harassment,” is defined as a form of harassment based on sex, gender or sexual orientation. Sexual harassment can be sexual in nature, but can also include any form of harassment based on sex, gender or sexual orientation. Sexual harassment includes, but is not limited to:

- Abusive remarks or behaviours based on sex, gender or sexual orientation
- Objectionable and unwelcome sexual solicitations or advances
- A reprisal, retaliation or threat of retaliation for rejecting a sexual solicitation or advance
- A reprisal or threat of reprisal for filing a sexual harassment complaint

Sexual harassment may be written, verbal, physical, online or electronic, a gesture or display, or any combination of these.

“(Temple Shalom) Building,” is defined as the building at 1077 Grant Avenue, including the sanctuary, administrative offices, and all other spaces within the walls of the premises, as well as any cemeteries owned/operated by the synagogue and any facilities in which staff work or congregants and other visitors attend, including grave sites, parking lots, etc.

“Staff,” is defined as any personnel or volunteers employed in any capacity by the Congregation Temple Shalom.

“Substantiated Allegation,” is defined as a given behaviour or incident being established as having likely occurred after considering the available information.

“Unsubstantiated Allegation,” is defined as a given behaviour or incident not being established as having likely occurred after considering the available information.

“Workplace Violence,” is defined as the attempted or actual exercise of physical force against a person, or any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

Purpose

All staff and attendees are entitled to work in an environment that is respectful and free of all forms of harassment, including sexual harassment, bullying, intimidation, or verbal abuse and physical violence.

It is required of all staff to comport themselves in a manner that avoids behaving in what can be reasonably considered disrespectful, offensive, intimidating, embarrassing, and/or humiliating, either intentionally or unintentionally. **No form of harassment will be tolerated.**

Authority

This policy is authorized by the TS Board of Directors.

Scope

This policy applies to all staff of the Congregation. Nothing in this policy precludes staff from exercising any legal right, including filing a complaint with the Manitoba Human Rights Commission, reporting unsafe working conditions through Workplace Safety and Health, or contacting other provincial or law enforcement authorities, as appropriate.

This policy applies to the TS Building itself (see “Definitions” above), as well as activities associated with the TS Building, including but not limited to events, ritual services, funerals, social gatherings, etc.

This policy does not limit one’s supervisory role, where appropriate to manage. Performance reviews, work assignment and evaluation, and valid disciplinary measures taken by the Congregation do not constitute disrespectful behaviour, sexual harassment, harassment and/or bullying.

This policy also applies outside of the workplace and/or working hours, where inappropriate behaviour constituting harassment can serve to:

- Reflect negatively on the Congregation
- Impair a staff member’s ability to perform their work duties effectively
- Make other staff members reluctant to work with them
- Impairs the ability of the Congregation to meet its operation requirements

Exceptions

There are no exceptions to this policy.

Reporting

Staff are not required to make a formal complaint (see “Complaint Process” section below for details). However, supervisors are required to address any issue they have been made aware of, if and when necessary to maintain a harassment-free workplace.

If a supervisor observes or is advised of an incident(s) of harassment, they must **not** wait until a formal complaint is made to address the matter, and must do so immediately.

Addressing Inappropriate Behaviour and Harassment

Staff who have been impacted by inappropriate behaviour or harassment have several avenues to report to the behaviour and seek support or assistance.

First, if safe and appropriate to do so, one can seek to address an issue personally through informal resolution with the other party involved and make them aware that their behaviour is not appropriate and must stop. This can often result in a satisfactory resolution of workplace conflict without any need for escalation

Second, if the first approach is unreasonable or has failed in preventing subsequent inappropriate behaviour or harassment, complaints can be made in writing to their immediate supervisor through the Incident Report via e-mail or in writing. This report includes:

- Description of the incident
- The parties involved
- Date of the incident
- Location of the incident

If a complaint involves a direct supervisor, one can approach via e-mail or in person the President of the Congregation or a Board designated adjudicator if the issue involves the President.

The supervisor will work in conjunction with the parties and the Temple Shalom President to determine the appropriate course of action to investigate, and where appropriate prevent and stop harassment and inappropriate behaviour, up to and including, disciplinary measures where required (see “Disciplinary Measures” section below).

Third, once an instance of inappropriate behaviour or harassment is identified, a plan will be developed and enforced to ensure that the behaviour ceases and is not repeated.

Confidentiality and Anonymity

Supervisors and/or anyone else who receives a complaint or is involved in an investigation will not disclose the name of a complainant, alleged respondent or the circumstances related to the issue to any person except where the disclosure is necessary to investigate, take corrective action, or is required by law.

However, it is important to note that confidentiality does not mean anonymity. Confidentiality is subject to the following limitations:

1. A supervisor is responsible for addressing every reported issue.
2. The person alleged to have acted inappropriately
3. It may be necessary to interview witnesses.
4. If the situation results in discipline, the disciplined employee has the right to grieve, and any resulting process may involve witnesses, including the complainant.

These limitations on confidentiality should not discourage employees from reporting a concern.

Timeliness

Depending on the complexity of a given complaint, reported issues will be resolved as soon as reasonably possible and without undue delay. Complainants will be advised of next steps within five to seven business days by their supervisor (or another level of management if the concern is with the supervisor). Investigations will, whenever reasonable, be concluded within 30 business days of receiving a complaint, and every effort will be made to complete an investigation within that time, barring extenuating circumstances. If there are any delays, the complainant and respondent will be advised of the cause of the delay.

Reprisal

Reprisal is not permitted against a staff member exercising their rights in good faith under this policy. Reprisals can include, but is not limited to, an actual or threatened harmful act, penalizing someone for making a complaint, withholding a benefit for making a complaint, or attempting to isolate or exclude a staff member from work activities.

False Allegations

Making a false allegation of harassment and/or inappropriate behaviour is a serious matter. If it is determined that a false complaint was deliberately made for frivolous or vindictive purposes, the staff member who made the false allegation(s) may be subject to disciplinary measures (see “Disciplinary Measures”).

This does not apply to complaints made in good faith that are unproven or unsubstantiated.

Disciplinary Measures

Any violation of this policy may result in disciplinary measures, up to and including, termination of employment.

Contact

Any questions about this policy may be directed to a Temple Shalom President, by email to tshalom1@gmail.com.