



Beth Torah Congregation Bullying and Harassment Policy

Beth Torah Congregation (“Beth Torah”) is committed to providing a workplace environment that allows for the full and free participation of all persons including employees, member, and visitors. Bullying and harassment is not acceptable or tolerated in this workplace. All employees as well as members and visitors will be treated in a fair and respectful manner.

Bullying and Harassment

Bullying and harassment comprises any unwelcome or objectionable, physical, visual, or verbal conduct, comment, or display, whether intended or unintended, that is insulting, humiliating, or degrading to another person, or creates an intimidating, hostile, or offensive environment. This includes any action directed at an offensive to another employee, volunteer, member, visitor, or supplier of Beth Torah that the person knew or reasonably should have known would be offensive. Examples of bullying and harassment include but are not limited to:

- Threat, made or perceived, that are malicious, vexatious, or based on any of the prohibited grounds under Human Rights or similar legislation,
- Derogatory written or verbal communication or gestures,
- Application of stereotypes or generalizations based on any of the prohibited grounds under Ontario legislation,
- Harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours,
- Any form of bullying or aggressive behaviours displayed by the use of force or coercion to affect others.

Sexual Harassment

Sexual harassment means any unwelcome conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that might reasonably be expected to:

- Cause offence, embarrassment, or humiliation,
- Be perceived as placing a condition of a sexual nature on employment, services, or on any opportunity for training or advancement.

Examples of sexual harassment include, but are not limited to:

- Remarks, jokes, innuendoes, or other comments regarding someone’s body, appearance, physical, or sexual characteristics or clothing,
- Displaying of sexually offensive or derogatory pictures, cartoons, or other material,
- Persistent unwelcome or uninvited invitations or requests,
- Unwelcome questions or sharing of information regarding a person’s sexuality, sexual activity, or sexual orientation,
- Conduct or comments intended to create, or having the effect of creating, an intimidating, hostile, or offensive environment.



It is further understood that workers as well as members and visitors must:

- Not engage in the bullying and harassment of any others at Beth Torah,
- Report if bullying and harassment is observed or experienced,
- Apply and comply with the Beth Torah's; policies and procedures on bullying and harassment.

Computer Messaging and Information Systems

Employees, members, and visitors are particularly cautioned that the use of email, voicemail, or other electronic messaging systems, or the internet, may give rise to liability for harassment. They may not generate, should not receive, and must not forward, any message or graphic that might be taken as offensive based on sex, gender, or other protected characteristic. This includes, for example, the generation or forwarding of offensive "humour" which contains sexually offensive terms, or terms which are offensive to any race, religion, national origin group, or other protected group.

Employees receiving offensive messages through Beth Torah's computer equipment or other devices, or receiving other unlawfully offensive messages or graphics over Beth Torah's computer equipment or other devices, should report those messages to their supervisor or other appropriate manager.

Employees are reminded that Beth Torah's computers and the data generated on, stored in, or transmitted to or from Beth Torah's computers or other devices remain the property of Beth Torah for all purposes. No employee is authorized to use any Beth Torah computer or other devices, computer system, network, or software for the preparation, transmission, or receipt of sexually offensive messages or graphics, or for other messages or graphics which might be taken as offensive based on any other protected characteristic.

Employees are reminded that Beth Torah retains the right to monitor its computers and other devices, computer systems, and networks to ensure compliance with this requirement.

Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers, members of Beth Torah, and visitors to Beth Torah. It applies to interpersonal and electronic communications, such as email. Harassment is a form of discrimination that is prohibited under this Policy and may result in the disciplinary actions including, where appropriate, termination of employment. All harassment complaints must be reported immediately to a manager or supervisor, or in the alternative, to a member of the Beth Torah Executive Committee. All complaints will be fully investigated.

If you feel you have been harassed, please report it immediately to your manager, the Rabbi at Beth Torah, or a member of the Beth Torah Executive Committee.

Your report will be held in strict confidence. Beth Torah does not tolerate any workplace harassment. Anyone who is found guilty of harassing an employee, member, or visitor will receive disciplinary action up to and including termination, termination of membership, and/or removal from Beth Torah.



This Policy responds to Beth Torah's responsibility under Human Rights and other applicable legislation to prevent discrimination, to provide procedures to handle complaints, to resolve problems, and to remedy situations when a violation of the law occurs.

Questions About This Policy

If you have any questions at all about this policy, about whether you should report an incident under this policy, or about Beth Torah's commitment to a workplace free of harassment, please speak to your manager. If you believe it is inappropriate for any reason to discuss the matter with your manager, please bring your questions to a member of the Beth Torah Executive Committee.