

PATHWAYS ABILITIES SOCIETY

PROCEDURE: DISCRIMINATION AND HARASSMENT

Applies to: All Personnel, Volunteers, Persons Served and Stakeholders

Original Effective Date: 1993

Effective Date: December 13, 2021

Replaces Procedure Dated: January 21, 2021

In the event of a complaint of discrimination or harassment, the following procedures will apply (as per the Conflict Resolution policy and procedures):

1. Speak privately with the offender and make a direct request that the offensive actions cease. Outline exactly what the issue is and how it can be resolved. Speak in a respectful manner using "I" language versus "You".
2. If you are not comfortable approaching the person tell your immediate supervisor or their designate.
3. If you cannot resolve the issue with the person or the person continues to make offensive actions, tell them that in your opinion, the issue has not been resolved, and you are requesting a meeting with the immediate *supervisor. Outline with the supervisor the issue. The supervisor will review the situation, arrange a meeting and attempt to mediate a resolution. Corrective actions may include additional training, oral reprimand, counseling, disciplinary action or termination, as Pathways deems necessary based on the circumstances. A formal written investigation at any step of the procedure may be required.
4. If Step 2 fails to provide resolution, contact the executive director. Outline the issue and the steps taken to resolve it. The executive director will review the situation and contact the appropriate person.
5. If Step 3 fails, write to the Board of Directors. Outline the issue and the steps that have been taken to resolve it. Give a copy of this letter to the person, the supervisor and the executive director. The Board of Directors will review the situation and contact the complainant directly.
6. The course of the investigation may involve outside authorities, if deemed necessary.
7. If it is determined that discrimination or harassment has occurred, the appropriate level of disciplinary action will be taken.
8. Where the complaint is determined to be of a vengeful nature, or done with the intent to harass or hurt the other person, or if the perpetrator is unapologetic of their actions, the Employer may take appropriate action. Such action will only be for just cause.

* The immediate supervisor of the executive director is the Board president. Contact them and or a board member. The current list of the Board of Directors is available on the website and in the On-Call binder. A director's contact information can be searched on the internet and/or the board always has a family member supported by the society and their contact information is available in ShareVision. Alternatively a management staff can provide the information.