



**CAMP NORTHLAND**  
**Workplace Harassment and Violence Policy**  
Updated June 2025

We have plenty of faith in all of our staff – you would not be employed by Camp Northland staff if we didn't trust you. However, we live in a world where communication is analyzed to an incredible degree. We must be extremely careful with where and how we do things so that every word and action is taken the way it was intended. We are not trying to scare you; we are trying to make you very aware, and prudent with your words and actions to each other and to your campers.

**CAMP NORTHLAND B'NAI BRITH 'Camp Northland'  
HARASSMENT AND WORKPLACE VIOLENCE POLICIES ['the H. V. policy']**

**To Whom Does the H.V. Policy Apply:**

The Camp Northland H.V. Policy applies to all Camp employees, volunteers, directors, officers, campers, and other users such as, but not limited to, clients of Camp Northland (including students, teachers, rental groups, and Family Weekend, Alumni and Friends Weekend and event participants), parents, volunteers, contractors, and employees of other organizations not related to Camp Northland but who nevertheless work for, work on, are affiliated as volunteers or participants, on or are invited onto Camp property, to camp events and/or to any camp related function.

This policy applies to the camp office and property. This policy also applies to incidents or events which occur outside of camp or the camp office but may have repercussions that adversely affect the camp.

Although this is a broad policy collective, there are three independent modules relating to harassment, abuse and violence respectively. The Policy is not intended to limit or constrain the reasonable exercise of management functions at Camp or critical and required supervisory functions at camp that may arise from time to time. In the event of a conflict between this policy and the staff contract, this policy shall prevail to the full extent allowable by law. Anything in this policy that is deemed invalid in a court of law will be severed and not in any way impact the balance of this policy.

The Occupational Health and Safety Act (OHSA) states “an employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions. Assessments are conducted regularly and please contact camp leadership team to learn more about workplace hazards.

**Responsibility:**

The Camp Director/Executive Director, and the Board of Directors are responsible for the application and interpretation of the Policy. In the event that one or the other may be involved, they will be excluded from this process.

### **POLICY STATEMENT CONCERNING STAFF**

The Camp Northland Director and Leadership Team are committed to providing a work environment in which all individuals are treated with respect and dignity within the provisions of the Ontario Occupational Health and Safety Act, Ontario Human Rights Code and all pertaining provincial and national laws related thereto. Every individual has the right to work in an environment free of harassment and the responsibility to maintain one.

Every member of the Camp Northland community has a right to equal treatment with respect to employment and /or with respect to the participation in programming and receipt of services and facilities without discrimination or harassment on the basis of the following grounds: Race, Ancestry, Place of origin, Colour, Ethnic origin, Citizenship, Creed, Sex, Sexual orientation, Gender identity and Gender expression, Age, Record of offences, Marital status, Family status, and Disability except as may be allowable by law.

### **HARASSMENT**

#### Intent:

- All employees, full-time, part-time, contract staff and consultants, are entitled to harassment free employment.
- Camp Northland is committed to providing a work environment where every employee is respected and is entitled to fair and equitable treatment.
- Workplace harassment is prohibited under the Ontario Human Rights Code and is illegal.
- Camp Northland will not tolerate any form of harassment and will make every effort to ensure no employee is subjected to such conduct by fellow staff, campers or their parents/guardians.
- Camp Northland encourages reporting of all incidents of workplace harassment, regardless of who the offender may be.
- All employees are responsible for ensuring that the workplace is free of harassment. Any employee who commits harassment or who knowingly condones the harassment of another individual will be subject to disciplinary action or dismissal.

- Notwithstanding the existence of this policy, every person continues to have the right to seek assistance from the Ontario Human Rights Commission even when recourse is being pursued under this policy.

#### Definitions:

“workplace harassment” means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment;

“workplace sexual harassment” means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

“workplace violence” means,

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

The workplace is any place where individuals perform work or work-related duties or functions. Camp and Camp-related activities, such as out-trips and excursions, comprise the workplace, as do Camp offices and facilities. Off-site training and conferences fall under this policy.

#### Liabilities:

- Damages in the event of a successful lawsuit or human rights case can be costly and can be assessed against the harasser, any member of the Senior Staff who was aware of the harassment or might reasonably have been expected to be aware and, the organization. Penalties resulting from a harassment case are not limited to legal proceedings, disciplinary action taken by and adverse publicity directed toward the harasser, Senior Staff and, the organization.

Confidentiality:

- To protect the interests of the complainant, the person complained against and any others who may report incidents of harassment, confidentiality will be maintained throughout the process to the extent practicable and appropriate under the circumstances.
- All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept confidential by Camp Northland except where disclosure is required by a disciplinary or other remedial process, which may include but is not limited to any judicial or other proceedings.

## **WORKPLACE VIOLENCE PREVENTION**

Objective:

Camp Northland is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. The Policy is to further establish Camp Northland's commitment to providing a workplace that is safe and free of workplace violence as defined by Ontario's Occupational Health and Safety Act.

Responsibility:

The Camp Director is responsible for the application and interpretation of the Policy.

Definition of Violence:

Workplace violence may include:

- The exercise of physical force by a person against a worker, in a workplace that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;

- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace that could cause physical injury to the worker.

Definition of Workplace:

The workplace is any place where individuals perform work or work-related duties or functions. Camp and Camp-related activities, such as out-trips and excursions, comprise the workplace, as do Camp offices and facilities. Off-site training and conferences fall under this policy.

Policy Statement:

Camp Northland will take whatever steps are reasonable to protect staff members from violence from any person in the workplace, including staff members, campers, clients, contractors, vendors, and members of the public. Everyone in the workplace must be dedicated to preventing workplace violence, and identifying potential sources of workplace violence. Leadership Team, Head Staff and staff members are expected to uphold this policy, and will be held accountable by the Camp Director.

By signing the Code of Conduct, campers, leadership participants, and staff members have pledged to not engage in any form of violence while at Camp or participating in Camp sanctioned activities off-site.

Camp Northland will ensure that the Workplace Violence Policy and supporting program are implemented and maintained and that all staff members have the appropriate information and instruction to protect them from violence in the workplace.

Every staff member must work in compliance with the Policy and the supporting program. All staff members are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Threats of workplace violence can be made to the Camp Director, Leadership Team, or Health Centre team.

All reports are handled seriously, and investigated fully. So long as a report is made in good faith, no consequences will be levied against a reporting staff member.

Of course, in cases where a threat of serious injury or death is imminent emergency services should be contacted by dialing 9-1-1 on any Camp phone or personal cell

phone. [This is an accepted and authorized exception to Camp Northland's cell phone policy]

**Camp Northland will not tolerate retaliation.**

The Camp Northland Harassment Policy above should be consulted whenever there are concerns about harassment in the workplace.

Violence and/or Harassment Protocol:

## **STAFF RESPONSIBILITIES AND ACTION PLAN**

Action Steps:

- If you are a victim of violence or harassment, the recommended course of action is as follows:

### **Step One**

- Please note that workplace harassment/violence will not be tolerated and it is the Camp's obligation to create a harassment and violence-free workplace, and it is all staff's responsibility to report.
- Right at the time the incident occurs, **if possible**, make your disapproval and/or unease immediately known to the harasser. Indicate clearly that the behaviour or remark is unacceptable to you. Ask the harasser to stop, preferably in the presence of a witness. If the harassment does not stop, go to step two.
- If it is difficult for the complainant to enter direct verbal discourse with the person about whom they are complaining go to Step 2 immediately.

### **Step Two**

- Talk to your immediate supervisor about the problem. If you are unclear who to approach or uncomfortable to do for any reason, please see the Leadership Team or Camp Director. Be specific. It is helpful to keep a written record of dates, times, the nature of the behaviour and witnesses, if any.

- If your unit/specialty head is the harasser, you should approach the Leadership Team or the Director with your concern. If this is not possible, use one of the alternate actions outlined.
- If your unit/specialty head does not take action and/or the harassment continues, you should contact the Leadership Team or the Director or in the case of a physical assault, the police should be contacted immediately.
- If you know or suspect that a co-worker is being harassed, be supportive. Let your co-worker know what actions he/she should take.
- In all cases, allegations of harassment can be escalated through various management levels to the Director.
- Camp provides a form to fill out for reporting:

The Workplace Harassment Complaint Form

**Purpose:**

This form is a tool to help individuals report experiences or concerns related to harassment, discrimination, or inappropriate conduct at Camp Northland. It is designed to provide a structured, supportive way to document concerns and ensure they are addressed respectfully, fairly, and in accordance with our camp values and policies.

**Is this form required?**

No. While this form is a helpful tool for organizing and documenting a report, **it is not required**. Anyone may choose to report harassment in any way that feels safe and appropriate to them — including speaking directly to a supervisor, leadership staff, or using other written or verbal communication.

**Do all parts of the form need to be completed?**

No. Please complete as much of the form as you are comfortable with. We encourage you to share as much detail as you are able, as this helps us better understand and respond to your concerns, but we recognize that some situations may be difficult to fully document.

**How is the information used and managed?**

All information submitted through this form is handled with **the utmost sensitivity and confidentiality**. It is reviewed by designated camp leadership responsible for managing such concerns. Information will only be shared on a **need-to-know basis** in order to support a fair and appropriate resolution process. Our goal is always to protect the safety, dignity, and well-being of all parties involved.

The following are the most appropriate staff to camp receive and respond to reports of workplace harassment and/or violence:

- Camp Directors

- Full Time Team
- Wellness Team

All incidents must be reported

- a. The person who received the report shall intervene immediately when informed of an incident of violence or harassment, or where they believe an incident may occur, in an attempt to ensure the safety of staff/volunteers. Intervention will include doing what is necessary to protect the physical safety of the complainant and all others at immediate risk. In the absence of a reported allegation, an incident of possible workplace violence/harassment may also be reviewed or investigated.
- b. In addition to reporting an incident, the complainant may also:
  - take legal action as they feel appropriate.
  - report the incident to police.

The Camp Director (or designate on the Leadership Team) shall conduct a preliminary review of the allegation to determine:

- i. If a mutually agreeable resolution between the complainant and respondent is possible, having regard to all applicable factors; or
- ii. If reasonable grounds exist to continue with a formal investigation.

The Camp Director (in consultation, where appropriate, with Leadership Team members) shall appoint an investigator. The investigator(s) is/are responsible for formally investigating the incident(s).

The investigation shall follow the principles of due process and natural justice. Outside authorities (e.g. professional bodies, law enforcement) may conduct a concurrent investigation. The outcomes may differ.

1. Possible outcomes include:
  - a) If the respondent is a staff member or volunteer and the evidence found in the investigation upholds the allegation of workplace violence or Harassment, Camp Northland will initiate follow-up action that may include termination of employment. Disciplinary action shall be determined based on the evidence supporting the allegation, and follow the consequences agreed to in the Staff Code

of Conduct. Disciplinary action will be in accordance with applicable legislation, and will be documented.

- b) If evidence fails to uphold the allegation, no documentation concerning the allegation shall be placed on record for the staff member/volunteer.
- c) If the respondent is a visitor/camper/customer/client, Camp Northland shall provide support to the complainant as required to assist with the resolution of the incident.

The Camp Director shall ensure that the complainant and respondent are informed in writing about the outcome of a workplace violence or harassment investigation (to the extent permitted by legislation and bylaws).

### ***Alternate Actions***

- It is recognized that harassment is a very sensitive topic. If you are uncomfortable in approaching the harasser or in discussing the problem with your unit/specialty head there are number of alternatives available to you.
- Contact any member of the Leadership Team who you feel may be able to help you in resolving the situation.
- As an employer, we are legally obligated to investigate all allegations of harassment.
- All allegations of harassment will be treated in a timely and sensitive manner. The rights of the complainant and the respondent will be respected at all times. Confidentiality will be maintained throughout the process to the extent that it is practicable and appropriate under the circumstances.

### **MANAGEMENT RESPONSIBILITIES:**

- We will discuss the policy with our staff and ensure a copy is available to each employee. The policy outline will be available from our office manager in the camp office.
- Head Staff will discourage harassment in their areas. They will treat the policy seriously and set a personal example to other employees.
- If Head Staff suspect or are made aware that an employee is being harassed, an investigation should begin immediately. Head Staff are responsible to ensure the report is sent to the right people and help arrange that an investigation takes

place. Legally a Head Staff member can potentially be held personally liable for failing to take action.

Investigative Procedures:

- Investigation into an allegation or harassment should commence within 3 business days of the occurrence or report of the occurrence: however, these are the main steps to be followed in the course of the investigation:
- Obtain details of the incident from the employee.
- Interview the alleged harasser and obtain his/her side of the story.
- Interview the alleged harassed and obtain his/her side of the story.
- Interview all witnesses to the incident.
- Review the facts of the case and take appropriate action in consultation with a consultant.
- Convey the results of the investigation to the complainant and the respondent.
- Documentation and confidentiality of information are critical throughout all aspects of the investigation.
- This policy will be reviewed on an annual basis.