

# Society of St. Vincent de Paul Toronto Central Council

## Policy Manual

<b>Policy:</b>	<b>Non Discrimination</b>
<b>Policy Number:</b>	<b>9 - 01</b>
<b>Total Number of Pages:</b>	3 pages City of Toronto Attachment
<b>Effective Date:</b>	November 2001
<b>Revision Date:</b>	April 2006
<b>Approved On:</b>	April 2010

\*\*\*\*\*

### Statement of Intent or Purpose

The Society of St. Vincent de Paul, Toronto Central Council (hereinafter referred to as the Society), faithful to its traditions seeks to provide the fullest possible service in a fair and equitable manner to those seeking help, as well as to those who wish to be considered for employment or as candidates for volunteer opportunities.

The Society endeavours to provide:

- a workplace that is supportive and enhancing to all employees; free of discrimination or racial intolerance. Please see the Society's General Personnel Policy # 2-06 for details regarding disclosure of a disability and requests for accommodation.
- services to anyone who requires assistance without regard to race, ancestry, colour, origin, sex, sexual orientation or creed.
- representation by the staff and volunteer members reflective of the racial diversity of the community.

In addition, the Society has agreed to abide by the City of Toronto's Anti-Racism and Non-Discrimination Policies which state in part:

“The Society upholds the City of Toronto's policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in union or staff association, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics by or within the organization”

## **Procedure**

This procedure applies to incidents involving allegations of discrimination against employees, Board Members, Vincentians, volunteers and service users.

When a discriminatory incident happens or there is a perception of discrimination, it becomes the collective and individual responsibility of those involved and witnesses to take action. A procedure to manage the complaint will be followed in an effort to resolve the situation.

These procedures do not preclude action by any individual to apply for a hearing through the Ontario Human Rights Commission.

### Reporting Procedures:

The Executive Director shall be informed of all alleged acts of discrimination. In the event that the alleged act involves the Executive Director, or Vincentian, the President shall be notified.

In the event that satisfactory resolution cannot be achieved, the Executive Director will report the incident to a member of the Executive Committee.

### Step 1: Informal Resolution

Individuals may not be aware that their actions are hurtful or discriminatory. They should be informed of this and given the opportunity to stop the behaviour.

The person(s) directly involved (if they are comfortable) and/or a witness, could approach the person who has acted or commented in a way that was seen as discriminatory, ask them to stop their behaviour and explain why the action is seen as discriminatory.

If the problem is resolved through this informal action, no documentation or further action is needed. If the problem is not resolved and/ or incidents are repeated, the process will proceed to Step 2.

### Step 2: Formal Resolution:

If an investigation should continue, a written account of the incident must be recorded by the senior member of staff conducting the investigative meeting. The written account should contain facts, times, dates and a list of any witnesses. The written account should be signed by both the complainant and the senior member of staff. This written account will then authorize the Society to initiate an investigation into the alleged occurrences.

The Executive Director will ensure that an investigation takes place with an effort to resolving the incident.

If the situation is not resolved satisfactorily it may be referred directly to the Board of Directors by any parties involved.

The final decision will be communicated in writing to all parties involved. The preview, proposed resolution and outcome will be documented as part of the record of incidents. The reports shall be signed by the Executive Director, the President and the individual found to be acting in a discriminatory manner.

The Board will take whatever steps are necessary to review and resolve the situation and will make the final decision.

The final decision will be communicated in writing to all parties involved. The report, proposed resolution and outcome will be documented as part of the record of incidents. The reports shall be signed by the Executive Director, the President and the individual found to be acting indiscriminately.