

THE INCORPORATED SYNOD OF THE DIOCESE OF OTTAWA WORKPLACE HARASSMENT POLICY

The Incorporated Synod of the Diocese of Ottawa (the Synod) is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. This policy applies to not only employees of the Synod but also all volunteers. Everyone is expected to uphold this policy and will be held accountable by the Synod.

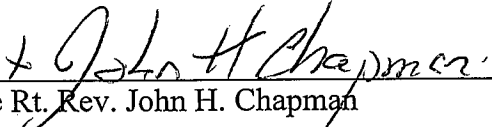
Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code or the Quebec Labour Standards Act as applicable.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Workers are encouraged to report any incidents of workplace harassment. The Synod will ensure that there will be no negative consequences of any sort for reports made in good faith.

The Synod pledges to investigate and deal with all concerns, complaints or incidents of workplace harassment in a process that is timely and fair to all, respecting the privacy of those involved to the greatest extent possible.

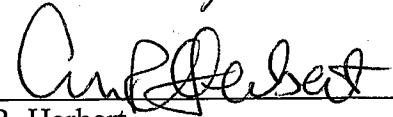
Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to the Ontario Human Rights Code within one year of the last alleged incident. In Quebec, the Labour Standards Act is the applicable legislation. A worker also retains the right to exercise any other legal avenues that may be available.

Signed on December 8, 2011 on behalf of The Incorporated Synod of the Diocese of Ottawa:



The Rt. Rev. John H. Chapman

Bishop of Ottawa



C. Michael R. Herbert

Director of Financial Ministry

The Workplace Violence Policy should be consulted whenever there are concerns about violence in the workplace.