

## WORKPLACE DISCRIMINATION, HARASSENT AND VIOLENCE RESPONSE POLICY

### ADDENDUM: BRIDGE STREET UNITED CHURCH - POLICY IMPLEMENTATION PROCEDURES

- The Human Resources Committee, as a committee of the Governance Board, assumes the role of “Responsible Body” for the Community of Faith (as outlined in appendix G of the policy) to implement and operationalize this policy within the day- to- day operations of BSUC. This includes:
  - ensuring communication of the scope of this policy to all staff and members of the Bridge Street faith community,
  - implementing a complaint process that ensures fair process to all involved, and
  - working towards a resolution acceptable to all parties to a potential complaint;
- Communication of this policy and its accompanying procedures to all staff and members of the Bridge Street faith community will be an on-going responsibility of this committee;
- The HR committee will be tasked with responsibility for the informal complaint process, as outlined in appendix H of the policy. The Committee will receive complaints dealing with staff or members of the community of faith. Complaints involving the Minister will be subject to a separate process involving the Office of Vocation (cited in Appendix G);
- In its handling of informal complaints, the HR committee will be guided by the principles of Restorative Practice, ensuring fair process for the parties involved. The HR committee will also oversee and ensure that resolution to the complaint is implemented by the respective parties;
- Should the informal complaint process not lead to resolution and there be a willingness on the part of either of the impacted parties to move to a formal complaint process, the HR committee will enact the Formal Resolution Process as outlined in Appendix I and an external resource will be accessed to deal with the investigation/facilitation of the complaint;
- The HR committee will undertake to provide opportunities for all members of the BSUC community (whether staff or volunteers) to become increasingly aware/develop skills in the area of Restorative Practice as an approach to dealing with conflict/complaint situations that may arise in the life of the organization.