

City of Greater Sudbury

Caregiver Harassment Policy

1. Purpose

To maintain a positive, respectful and safe environment for participants, staff and caregivers, this policy outlines the expectations regarding caregiver behaviour and the procedures for addressing harassment.

2. Definition of Harassment

Harassment includes any unwanted and/or offensive behaviour that is intimidating, humiliating or threatening. This can include, but is not limited to:

- Verbal abuse
- Aggressive behaviour or gestures
- Inappropriate communication via phone, email or social media
- Physical threats or actions

3. Expected Behaviour

Caregivers are expected to:

- Communicate respectfully with staff, participants, and other caregivers.
- Address concerns through appropriate channels and procedures.
- Refrain from using offensive language or behaviour.

4. Reporting Harassment

If a caregiver experiences or witnesses harassment, they are advised to:

- Report the incident to a staff member or the Leisure Program supervisor immediately.
- Provide detailed information about the incident, including dates, times and any witnesses.

5. Procedures for Addressing Harassment

Upon receiving a report of harassment, the following steps will be taken:

1. **Investigation:** The Leisure Program supervisor or designated staff member will investigate the complaint promptly and thoroughly.
2. **Documentation:** The findings will be documented, and appropriate action will be taken.

6. Consequences of Harassment

Consequences for caregivers who engage in harassment may include:

Meeting: The parties involved may be asked to attend a meeting to discuss the incident and work towards a resolution.

Action: Verbal or written warnings reports and investigations will be documented in writing.

- Mediation sessions
- Restriction from certain activities or events
 - Includes being prohibited from pick up and drop off.
- Temporary or permanent ban from the program premises.
- Security or police call will be made if warranted.

7. Confidentiality

All reports of harassment will be handled with the utmost confidentiality. Information will be shared only on a need-to-know basis to resolve the issue.

Acknowledgment of Receipt and Understanding

By signing below, you acknowledge that you have read and understand the City of Greater Caregiver Harassment Policy.

Notice of Collection

Personal information on this form is collected under the authority of section 10 the *Municipal Act, 2001*, S.O. 2001, c.25 and will be used only for the City of Greater Sudbury's Parks and Recreation programs. Questions about the collection of your information may be directed to Parks and Recreation Services at P.O. Box 5000, Station A 200 Brady Street, Sudbury, ON P3A 5P3 or by calling 311 and asking for the Parks and Recreation department.