

# Keeping A Holy Space

## Addressing & Preventing Harassment



DIOCÈSE ANGLICAN MONTRÉAL

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*"Transforming Vision Into Action"*



**Introduction**



The word "Introduction" is centered on the page. It is written in a bold, black, sans-serif font. The text is overlaid on a horizontal line that is part of a larger decorative flourish. This flourish consists of intricate, symmetrical scrollwork and floral patterns that extend above and below the text. The overall design is elegant and formal.



To ensure that every **member of the community** has the knowledge, skills, and a plan to confront at-risk behaviours



# Learning Outcomes

- **Describe** what is a respectful community at the Diocese
- **Gain** an understanding of what constitutes harassment and discrimination
- **Understand** legal responsibilities (Human rights and Canadian Charter of Rights and Freedom).
- **Clarify** the relevant roles and responsibilities and steps under the **Safe Church Program Policies & Guidelines**



# Icebreaker



- Introduce yourself / Community you are from
  - For each of the categories in the handout.
  - Find a person in the group who fits the description.
  - Make sure to introduce yourself before asking the question to a person you do not know.
  - Write the person's initial down next to the item that fits them.
  - You can only use each person twice.
- The individual who gets the most matches wins!

# Our Way of Being

- Respect each other
- Contribute to the conversation
- One person speaks at a time
- Phones (take it outside)
- Have Fun!



# Statement of Values and Ethics

In partnership with other Anglicans around the world, our vision is guided by the Marks of Mission. Rooted in our Anglican identity and heritage, these are core activities of the church yesterday, today and tomorrow.



# Statement of Values and Ethics

- Proclaim the Good News of the kingdom
- Teach, baptize, and nurture new believers
- Respond to human need by loving service
- Seek to transform the unjust structures of society
- Strive to safeguard the integrity of creation and sustain and renew the life of the earth





# Group Activity

1. Why should the Diocese / Parish be concerned about a respectful holy space?
2. What are the characteristics of a respectful holy space? workplace?
3. Why is it important?
4. How do we create it?



# A Respectful Holy Space



Is one where everyone can feel reasonably safe and where they are treated fairly, creating the freedom to focus on getting things done

# Legal Aspect

- *Canadian Human Rights Act*
- *Canadian Charter*
- *Quebec Charter*





## Diocese of Montreal – Anglican Church of Canada IV. SEXUAL MISCONDUCT POLICY

- Sexual abuse



# ***Canadian Human Rights Act, 1977***

- Protects employees from harassment related to work
- Prohibits discrimination against religion, gender, disability, marital status, race, ethnicity, etc.



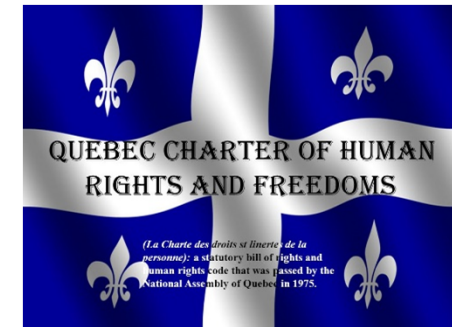
“While we’re on the subject of basic human rights, are we all aware that the coffee machine in the hall is broken?”



# QUEBEC CHARTER OF HUMAN RIGHTS AND FREEDOMS

*(La Charte des droits et libertés de la  
personne)*: a statutory bill of rights and  
human rights code that was passed by the  
National Assembly of Quebec in 1975.

# Quebec Charter



- Every person is the possessor of the ***fundamental freedoms***.
- No one may distribute, publish or publicly exhibit a notice or sign involving ***discrimination***.
- Every person has the right to the safeguard of his dignity, honour and reputation



-1

## Misconduct: Harassment - Bullying

*“You are a senior’s visitor who is expected to meet weekly with a senior in her home. As you get to know this senior she gradually tells you that one of the people who comes to help with the cleaning touches her in places she does not like. You are alarmed and notice that each week she is getting more depressed and frailer.”*





-2

## Misconduct: Harassment - Bullying

*“The parish is so pleased with the new youth group leader. The leader is creative, fun and the youth group is growing in membership every week. Recently though, you have noticed that the leader is spending a lot of time with one of the youth group members. You do the math and realize there is only three years between their ages.”*



-3

## Misconduct: Harassment - Bullying

*“Gordon is a hard working volunteer in the church. He sometimes tells sexually explicit jokes and most conversations are heavy with sexual innuendoes. People in the area have come to know and love Gordon. Although they are a little uncomfortable with his ways they see him as harmless. Then the parish gets a new priest. At the first advisory board meeting Gordon slaps the chair beside him and tells the priest to “sit the fanny down here”. Then he proceeds to tell the group an off-colour joke that everyone felt uncomfortable about but nervously laughed at – everyone, that is, except the new incumbent”*



-4

## Misconduct: Harassment - Bullying

*“Jim is a parish youth coordinator. He is on a weekend camping retreat with the confirmation class. After all the youngsters have settled down for the night, the older volunteers are sitting around a campfire relaxing over hot chocolate. The volunteers depart for their own beds but Sandy, aged fifteen, hangs on. Jim feels drowsy and relaxed as the retreat is going well. He is only half listening to Sandy. Then the conversation seems to take a strange turn as Sandy says something like: “I think this is a place where I can finally express the deep feelings I have for you and that I think you have for me.” She then caresses Jim’s arm. Suddenly, Jim is wide awake!”*



-5

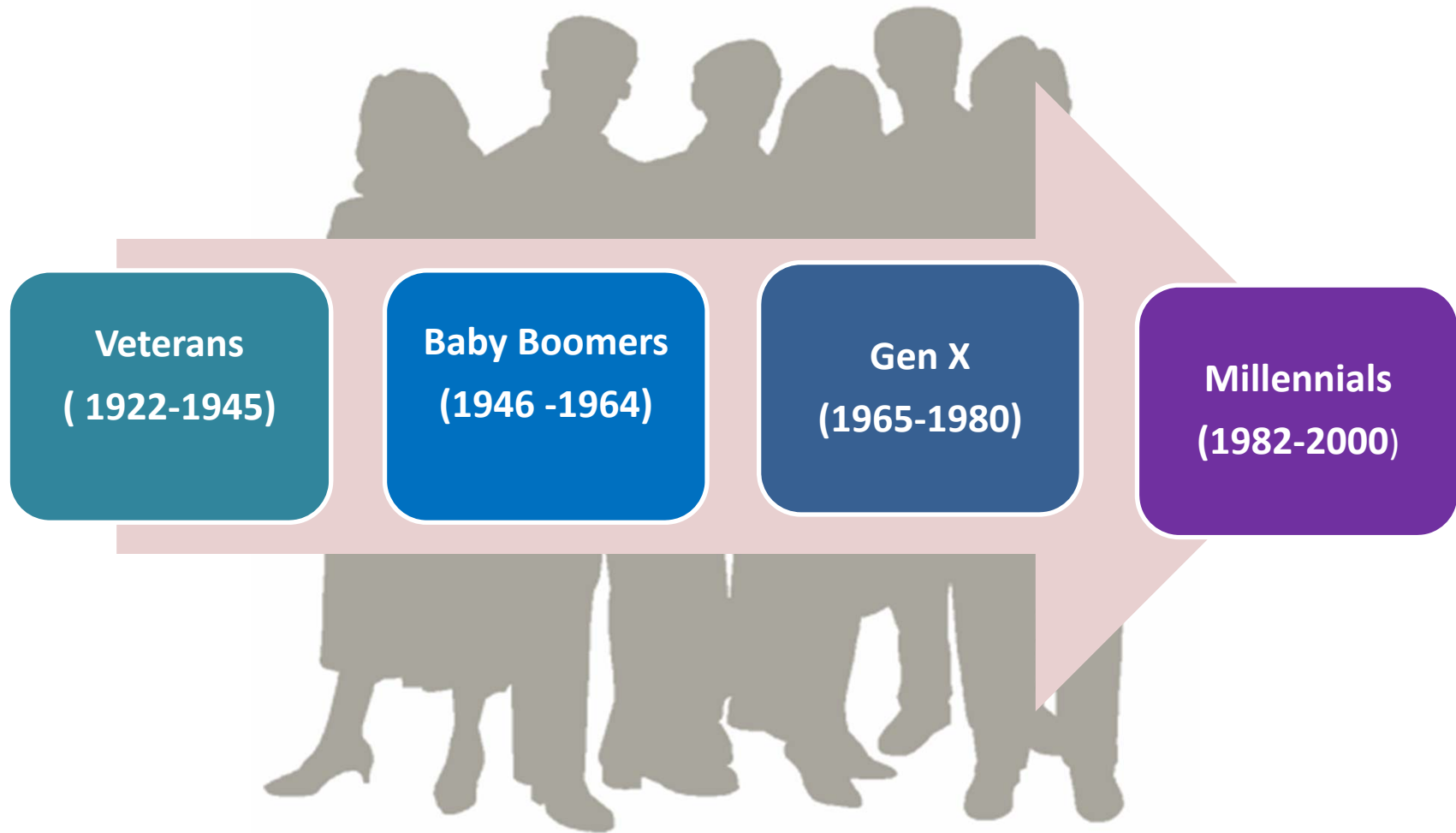
## Misconduct: Harassment - Bullying

*“You are a member of the Parish Strawberry Festival committee. You observe that at the end of all the meetings the chairperson insists on giving a big hug to every member of the committee. At the last meeting you noticed that one of the members tried to get out of the room without being hugged but the chairperson ran and got to the door first. With arms opened wide, the chairperson said; “I consider it my duty to share God’s love with you all.”*”

# A Millennial Job Interview



# Generations in the Community



# Quiz

1. The events and conditions each of us experience during our formative years help define who we are and how we view the world.
  - a. True
  - b. False
  
2. Which of the following most accurately identifies the four generations in the workplace?
  - a. Traditionalists, Boomers, Xers and Generationals.
  - b. Boomers, Traditionalists, Millenials and Socialists.
  - c. Traditionalists, Boomers, Xers and Millenials.
  - d. None of the above.
  
3. Communication across the generations has no impact on tangible cost, (i.e. recruitment, hiring or retention).
  - a. True
  - b. False

# Quiz

4. Feedback styles are fairly consistent from one generation to the next.
  - a. True
  - b. False
  
5. Which of the following would you consider an accurate statement in managing intergenerational staff.
  - a. The most successful leaders find ways of letting different generations be heard.
  - b. Actively listening to staff that represent different generations causes confusion and is unproductive.
  - c. Managing generational differences means avoiding conflict by controlling the way people speak out.
  - d. None of the above.

*( See following slides for correct answers )*



# Quiz

*(Highlighted responses indicate correct answer )*

1. The events and conditions each of us experience during our formative years help define who we are and how we view the world.
  - a. **True**
  - b. False
  
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  - a. Traditionalists, Boomers, Xers and Generationalists.
  - b. Boomers, Traditionalists, Millenials and Socialists.
  - c. **Traditionalists, Boomers, Xers and Millenials.**
  - d. None of the above.
  
3. Communication across the generations has no impact on tangible cost, (i.e. recruitment, hiring or retention).
  - a. True
  - b. **False**

# Quiz

*(Highlighted responses indicate correct answer )*

4. Feedback styles are fairly consistent from one generation to the next.
  - a. True
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  - d. None of the above.

# Disrespect in the Community

Three of the most frequent occurrences of disrespect in the workplace are:

- Harassment
- Bullying
- Passive Aggressive



# What is Harassment?



# Examples of Harassment

- Serious or repeated rude, degrading, or offensive remarks, such as teasing about a person's physical characteristics or appearance, put-downs or insults.
- Displaying sexist, racist or other offensive pictures, posters, or sending e-mails related to one of the eleven grounds prohibited under the Canadian Human Rights Act.

# What is Harassment?

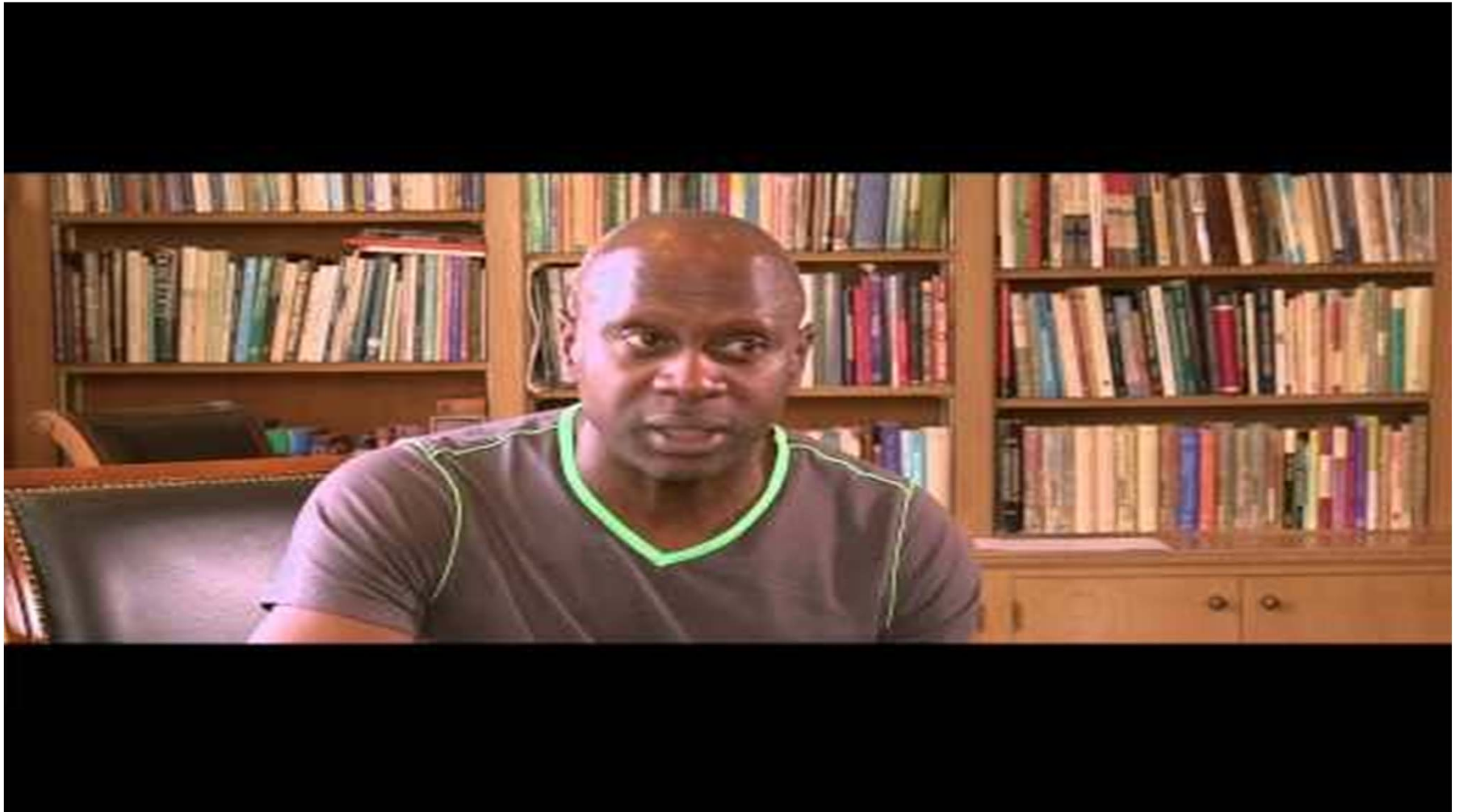
- A form of discrimination.
- It involves any ***unwanted physical*** or ***verbal behavior*** that offends or humiliates you.
- Generally, harassment is a behavior that ***persists over time***.
- Comments or conduct that are abusive, offensive, demeaning or known as ***unwelcome***.
- Can be intentional or unintentional.
- It is not your intent, but the *effect* it has on another person that matters.

# Consequences...

## Harassment for the Individual

| Physical Effects   | Social & Work Effects                                     | Psychological Effects        |
|--------------------|---|------------------------------|
| Sleep Disturbances | Stress on Family  | Depression                   |
| Loss of Appetite   | Strained Relationships                                    | Panic & Anxiety              |
| Illness            | Inability to Concentrate                                  | Frustration                  |
| Headaches          | Reduced Productivity                                      | Anger                        |
| Panic Attacks      | Increased Turnover  | PTSD (Post-traumatic stress) |
| Heart Palpitations | Increased need for EFAP programs                          | Loss of Confidence           |
|                    | Increased Demand on Management to Deal with Complications |                              |
|                    | Risk of Legal Action                                      |                              |

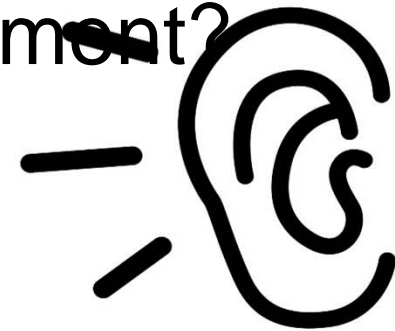
# Sexual Misconduct in our Churches Learn to Spot It. Learn to Stop It.





# What a Clergy Member Can Do

- How can a Safe Church Leader respond to the problem of sexual harassment?



# Some Helpful Questions to Ask

- Some questions that can help assess whether the behaviour (act, comment, or display) constitutes harassment:
  - Is the behaviour unwelcome or offensive?
  - Would a reasonable person view the conduct as unwelcome or offensive?
  - Did it demean, belittle or cause personal humiliation or embarrassment?
  - Is it a single incident?
  - Is it a series of incidents over a period of time?

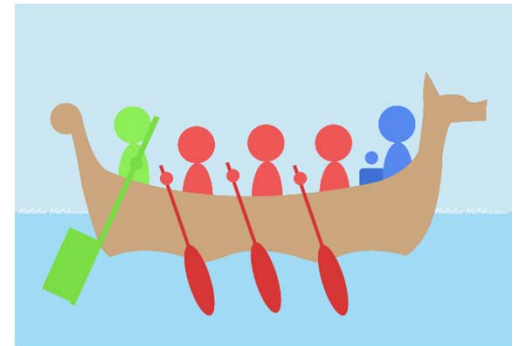
# What Does NOT Generally Constitute Harassment?

- Allocating work
- Following-up on work absences
- Requiring performance to meet job standards
- Taking disciplinary measures
- Exclusion of individuals for a particular job based on specific occupational requirements



Treasury Board of Canada, 2001.

# Roles We Play



|                              |  |
|------------------------------|--|
| <b>SOURCE</b>                | The person whose action offends others. If you think your behavior offends someone else, stop the behavior.  |
| <b>TARGET</b>                | Tell someone if their behavior offends you. Ask them to stop. Give a respectful response and avoid blaming. If the behavior continues or is serious, report the incident to the appropriate person in the workplace. |
| <b>OBSERVER</b>              | The person who sees disrespectful behavior occur. You are not innocent. You have a responsibility to call attention to the disrespectful behavior. Offer suggestions for more respectful behavior.                   |
| <b>PERSON WITH AUTHORITY</b> | Supervisors and managers should address disrespect immediately. Ultimately, it is the employer's responsibility to provide a respectful and harassment-free workplace.   |

# Diocese Harassment Complaint Process



1. Direct action
2. Informal procedure
3. Mediation procedure
4. Formal procedure

# Direct Action



- Sometime it is possible to stop harassment by:
  - Speaking up and/or
  - Writing to the harasser
- If the person being harassed is unable to do so, other steps must be taken.

# Informal procedure

- Do not involve an investigation, a report or an official decision
- The complainant is enlisting help and/ or support in attempting to resolve the matter



# Mediation procedure

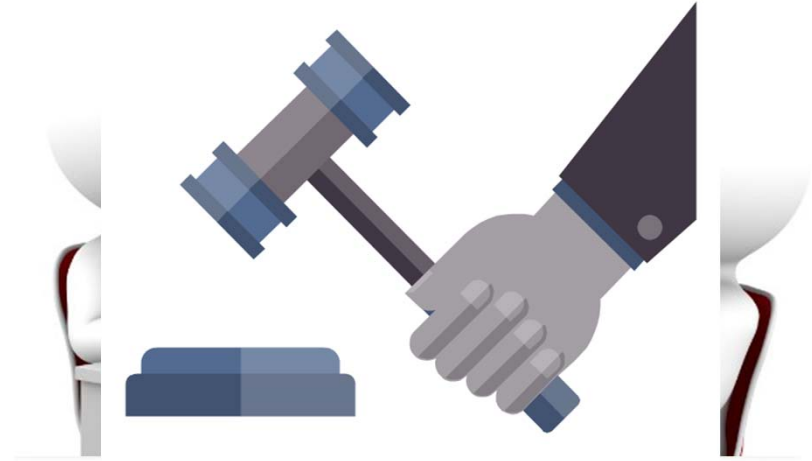
- Voluntary process
- Meeting of people involved with a neutral third party (mediator)
- To help them agree to a comfortable solution





# Formal procedure

- Filing a complaint
- Investigation
- Report on the findings
- Decision
- Remedies for the victim and corrective action(s) for the harasser

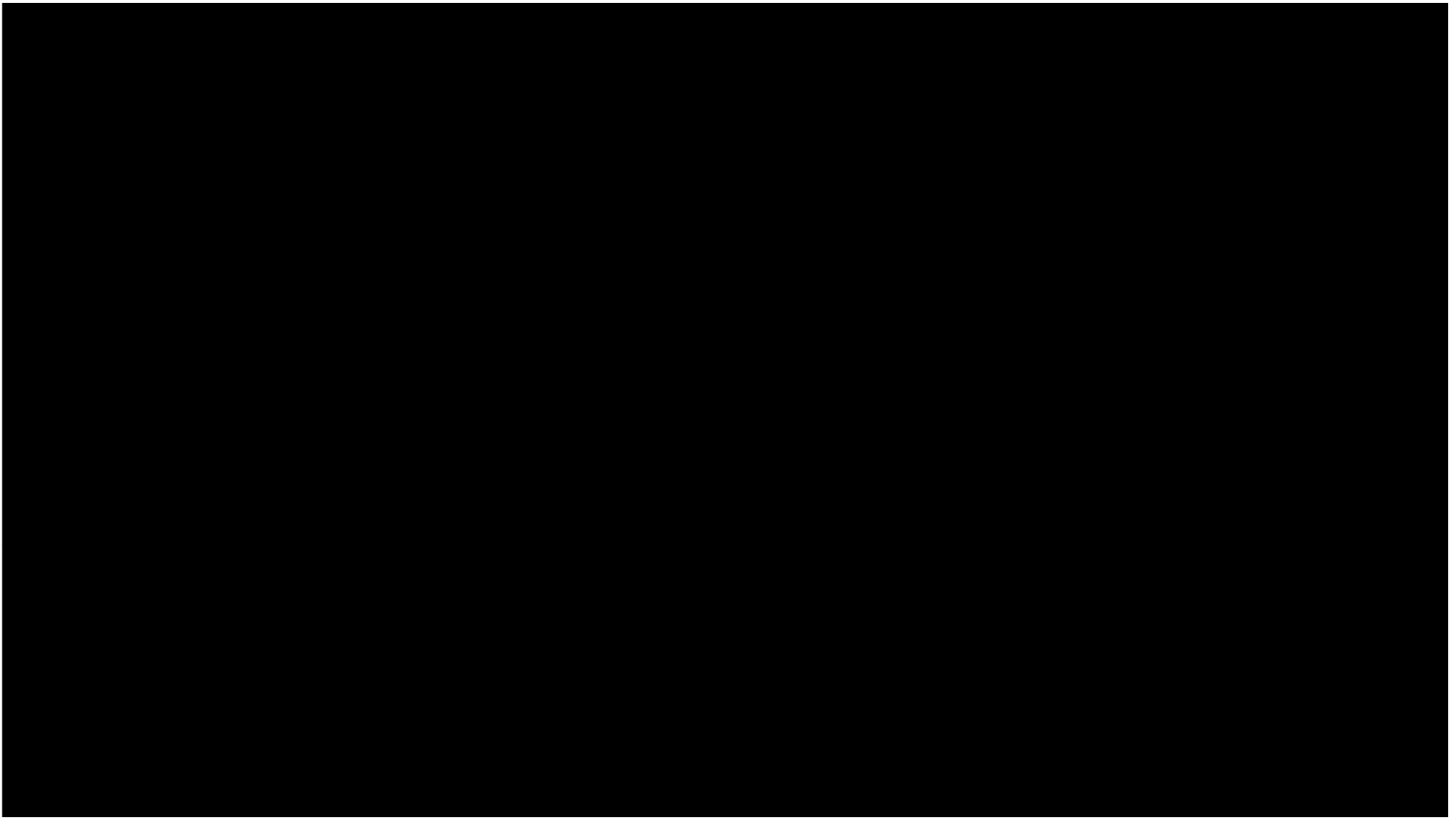


# Diocese Harassment Complaint Process

1. The Bishop or his/her designate determines a complaint and may recommend a penalty or transfer the matter
2. The Bishop(or designate) shall act as a final level of review and hear all appeals of disciplinary decisions.



# **“Disrespect in the Community: Bullying”**



# What Constitutes Community Bullying?

## Bullying:

- Deliberate actions with aims to humiliate, intimidate, undermine, or destroy an individual



Erica Pinsky, 2000



# What Constitutes Community Bullying?

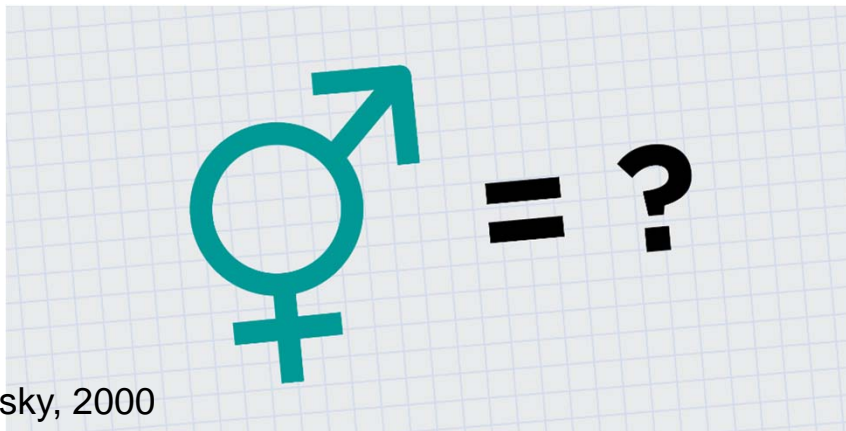
- **Bullying** means behaviour directed to a person or persons which is:
  - Repeated
  - Unreasonable
  - A **risk** to their health and safety.



- Anglican Diocese of Australia

# Is Community bullying a gender issue?

- Women are on the receiving end of workplace bullying in 75%-80% of reported cases
  - According to studies done in Australia, UK, USA and Canada
- Men and women bully equally



Erica Pinsky, 2000

# Bullying Can Include

- Making derogatory, demeaning or belittling comments or jokes about someone's appearance, lifestyle, background or capability



# Bullying Can Include

- Spreading rumours or innuendo about someone or undermining in other ways their performance or reputation





# **Bullying Can Include Also**

- Inappropriate ignoring, or excluding someone from information or activities
- Touching someone threateningly or inappropriately
- Invading someone's personal space or interfering with their personal property
- Teasing someone, or playing pranks or practical jokes on someone
- Displaying or distributing written or visual material that degrades or offends

**Behaviour does not include lawful conduct of clergy or church workers/volunteers carried out in a reasonable manner, such as:**

- Disagreeing or criticizing someone's beliefs in an honest and respectful way
- Giving information about inappropriate behaviour in an objective way

**Behaviour does not include lawful conduct of clergy or church workers/volunteers carried out in a reasonable manner, such as:**

- Setting reasonable performance goals, standards or deadlines
- Giving information about unsatisfactory performance in an honest and constructive way
- Taking legitimate disciplinary action

# **Why is workplace bullying often “under the radar”?**

There are a number of reasons why employees may not have raised concerns:

- Fear of retribution from the perpetrator
- Feeling too embarrassed or intimidated to complain
- Lack of confidence that anything will change if they report a problem
- Accepting workplace bullying as a normal part of the work culture

# 5 Tips for a Bully-Free Community Space

1. Stand your ground
2. Create a bully-free culture
3. Implement and enforce written policy
4. Deal with problems swiftly and efficiently
5. Use internal communication strategically



# Respect at Case Studies

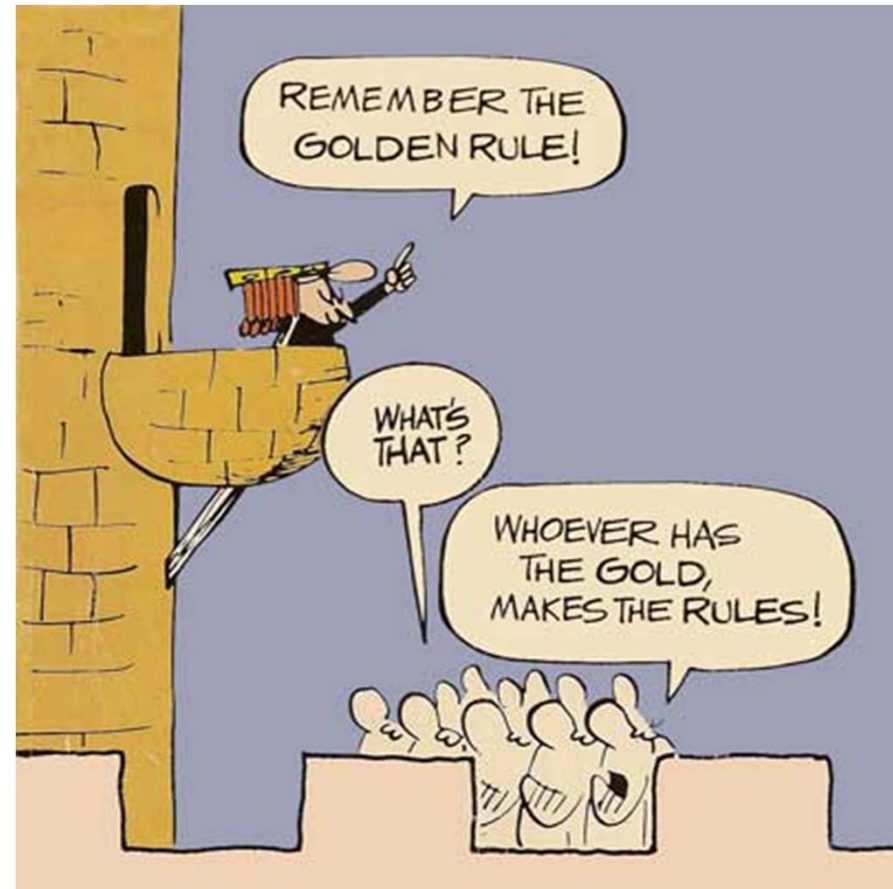


# Principles of Investigation

- Open communication is encouraged
- Matters are treated seriously
- Action is prompt
- Support can be provided for both parties
- Confidentiality is ensured
- Formal documentation



# The Golden Rule







STOP



START



CONTINUE

What can the **DIOCESES OF MONTREAL**  
And our **CHURCH** **START** doing, **STOP**  
doing and **CONTINUE** doing in order to  
ensure a respectful environment ?

Thank  
you

for Helping to  
Continue to  
Build a  
Respectful  
Community

