

# **Canadian Centre for Men and Families Access and Inclusion Policy and Statement Prohibiting Discrimination and Harassment**

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## **Overall Policy**

CCMF supports the understanding that the diverse communities served by the organization contribute to the growth, enrichment and strength of CCMF and of the larger communities.

CCMF is committed to ensuring that our mission and operations embrace our entire community. CCMF encourages our community to participate fully and to have complete access to our services, Board membership and volunteer opportunities. We will make every effort to see that our structure, policies and systems reflect all aspects of the total community and to promote equal access to all.

It is the policy of CCMF to maintain a working and volunteering environment free of all forms of unlawful discrimination.

In recognition of the importance of good employee and volunteer relations, all applicants are extended an equal opportunity to gain employment and volunteer relationships and all employees and volunteers are extended an equal opportunity to progress in their field of endeavor. Employees and volunteers will be judged based on merit and value. We are committed to complying with all laws providing equal opportunities.

## **Equal Opportunity**

We desire to keep a volunteer and work environment which is free of harassment or discrimination.

CCMF affords equal opportunity to all employees and prospective employees without regard to race, color, sex, religion, age, marital status, disability, veteran status or national origin in the following employment practices: recruitment, hiring, placement, transfer, promotion, demotion, selection for training, layoff, termination, determination of service, rate of pay, benefit plans, compensation, and other personnel actions.

We value diversity and we hire employees, volunteers and directors without consideration of the above identity characteristics.

## **Complaint Procedure**

Our company will not tolerate any form of discrimination or harassment. Any volunteer or employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment should immediately notify their supervisor, personnel administrator or other manager at the company. We will promptly investigate any claim and take appropriate action. We will seek to impose appropriate sanctions against any person found to be in violation of this policy. Such sanctions may include, but are not limited to, reprimand, suspension, demotion, transfer and discharge.

### **No Retaliation**

CCMF will not retaliate nor discriminate against any employee or applicant because he or she has opposed any unlawful employment practice or filed a charge of employment discrimination, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to employment practices.

Our company prohibits retaliation against any volunteer or employee who brings forth any complaint or assists in the investigation of any complaint.

If you feel we have not resolved your complaint, and after you have followed the company grievance procedure, you can complain to the Ontario Human Rights Commission. <http://www.ohrc.on.ca>