

Habitat for Humanity – Waterloo Region

Code of Behaviour

Harassment

Sexual harassment in the workplace refers to any unwelcome conduct or advances that are sexual in nature. Certain behaviours may be considered sexual harassment when they interfere with a person's job, create an offensive work environment, or intimidate.

Workplace harassment also referred to as “workplace mistreatment” or “workplace bullying,” occurs when a person is harassed by another person based on his or her race, religion, sex, national origin, age, disability, or sexual orientation.

Inclusion

An inclusive workplace is welcoming to all people regardless of race, ethnicity, sex, gender identity, age, abilities, and religion, and everyone is valued and respected.

For example:

Inclusion means we try to understand another person's perspective when we disagree.

Inclusion means a welcoming culture for all in every space, interaction, and at all levels.

Diversity

Diversity is the presence of differences within a given setting. In the workplace, that can mean differences in race, ethnicity, gender identity, age and more.

Diversity gives all of us a wonderful opportunity to learn from each other.

Volunteer Code of Behaviour

We ask that all volunteers and staff respect each other and work within our Code of Behaviour.

Respectful conduct:

Volunteers must treat with respect all fellow volunteers, Habitat Waterloo Region staff, and all others with whom they interact while conducting organizational business.

Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others cannot be tolerated, and will be addressed promptly, in confidence, and in accordance with standards of due process developed by Habitat Waterloo Region.

Habitat Waterloo Region expects all staff and volunteers to abide by the Ontario Human Rights Code.

These are minimum standards and by no means cover every contingency. However, any material failure to comply with these standards will be sufficient grounds for disciplinary action up to and including termination of the individual from their volunteer position.

Any volunteer who is uncertain of the application of this Code of Behaviour should contact a member of the Volunteer Services team.

Diversity:

- Habitat for Humanity Waterloo Region supports diversity, inclusion and representation of the people, organizations, and communities we work with and serve.

Please report to Volunteer Services or another staff member:

- If you experience inappropriate behaviours and/or remarks i.e. belittling, intimidation, threats, disrespectful comments that cause distress, alarm or fear
- If you experience or witness instances of abusive verbal or physical behaviour and acts
- If you experience or witness discriminatory harassment based on gender, race, religion, disability, sexual orientation, or age.

When a grievance is made, Habitat Waterloo Region's leadership team will take it seriously, and an investigation will be conducted with the appropriate measures taken. An investigation may result in the termination of the offending individual from their volunteer position. We do not view any grievance as too small. Grievances will not be met with judgment when you decide to come forward.

The following are considered grounds for immediate termination of an individual from their volunteer position:

- Illegal, violent and/or unsafe acts (will also involve Waterloo Regional Police Services)
- Theft of property or misuse of Habitat Waterloo Region funds, equipment, partner information or materials
- Being under the influence of alcohol or drugs while performing volunteer duties
- Bullying and/or harassment