



VIDEA

ANTI-HARASSMENT AND
SAFEGUARDING POLICY AND
PROCEDURES

CONTENTS

I. POLICY STATEMENT: 1

2. APPLICATION: 1

3. DEFINITIONS: 2

- 3.1 Consent is: 2
- 3.2 Cyber Harassment is: 2
- 3.3 Cyber Sexual Harassment/ Cyber Stalking is: 2
- 3.4 Gaslighting is: 2
- 3.5 Harassment is: 2
- 3.6 Lateral violence is: 3
- 3.7 Sexual harassment is: 3
- 3.8 Sexual abuse is: 3
- 3.9 Sexual Exploitation is: 3

4. EXAMPLES OF HARASSMENT: 4

- 4.1 The following are examples of harassment as recognized by the Government of Canada. These actions will not be allowed or tolerated by VIDEA. 4
- 4.2 The following are examples of inappropriate behaviour in the workplace. While these behaviors do not constitute harassment, they are not appropriate and will be addressed. 4

5. STATEMENT ON SEXUAL EXPLOITATION: 4

6. RESPONSIBILITIES AND EXPECTATIONS: 4

- 6.1 VIDEA is responsible for: 4
- 6.2 The Executive Director of VIDEA is responsible for: 5
- 6.3 The Executive Director and the Board Executive is responsible for: 5
- 6.4 The Youth Programs Manager and VIDEA Country Coordinators are responsible for: 5
- 6.5 All VIDEA employees, volunteers, associates or programme participants are responsible for: 5
- 6.6 All VIDEA employees, volunteers, associates or programme participants can expect: 6

7. PROCEDURES FOR ADDRESSING A HARASSMENT, ABUSE, OR EXPLOITATION COMPLAINT: 6

- 7.1 Advice 6
- 7.2 Filing a Complaint: 6
- 7.3 Mediation: 7
- 7.4 Investigation: 7

8. NEXT STEPS: 8

9. SUBSTANTIATED COMPLAINT: 9

10. OTHER REDRESS: 9

11. PRIVACY AND CONFIDENTIALITY: 9

12. STAFF ACKNOWLEDGEMENT: 9

13. REVIEW: 10

14. ENQUIRIES: 10

15. ADDITIONAL RESOURCES: 10

I. POLICY STATEMENT:

VIDEA is committed to delivering harassment-free programmes, and fostering harassment-free workplaces and intern placements, where all programme participants, associates, volunteers, interns and staff are treated with respect and dignity. (Associates include all others who come into contact with VIDEA programmes, including, but not limited to, activity and event participants, staff and volunteers of overseas and partner organisations, contractors, and activity facilitators).

The *Canadian Human Rights Act* protects all employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Harassment, abuse, or exploitation in any form, including emotional, physical, and sexual harassment, abuse, or exploitation, are not acceptable or tolerated at **VIDEA** or any of its affiliated projects. All allegations of harassment, abuse, or exploitation will be taken seriously by VIDEA staff and will be responded to immediately. Employees, volunteers, programme participants, or associates who are found to have harassed, abused, or exploited another individual will be subject to disciplinary action. This includes any employee, volunteer, programme participant, or associate who: interferes with the resolution of a harassment, abuse, or exploitation complaint; retaliates against an individual for filing a related complaint; or files an unfounded harassment complaint intended to cause harm.

VIDEA takes a no-tolerance approach to any forms of harassment, abuse, or exploitation. VIDEA also takes a victim-centred approach. Understanding that there are at times tensions between these two approaches, VIDEA will work sensitively, seeking legal advice as necessary, in order to create a balance in support of victims of harassment, abuse, or exploitation.

VIDEA recognises that everyone has the ability to exercise power, that power takes different forms, and that people exercise power in different ways, at different times. For the purpose of this policy, any person submitting a claim shall be known as a “claimant”, and any person with allegations against them shall be known as a “respondent”. We recognise that at any one time an individual may be both a claimant and a respondent. While VIDEA recognizes the importance of supporting a claimant, VIDEA also considers power dynamics and recognizes certain solutions to harassment are best approached from an educational lens and not simply punitive measures.

VIDEA is a member of the Canadian Council for International Cooperation (CCIC), and has signed on to the [CCIC Leaders’ Pledge on Preventing and Addressing Sexual Misconduct](#).

2. APPLICATION:

This policy applies to all current employees of VIDEA including full and part-time, casual, contract, permanent and temporary employees, as well as all volunteers, programme participants, and associates. This policy also applies to job applicants.

This policy applies to all behaviour that is in some way connected to VIDEA’s work in Canada and overseas, including but not exclusive to off-site meetings, briefings and de-briefings, trainings, workshops, and any travel and business-related trips.

This policy applies to all gender-diverse people. Under BC labour law, gender is only referred to as women and men; however, VIDEA acknowledges the existence of all gender expressions within the 2SLGBTQI+ experience.

3. DEFINITIONS:

3.1 Consent is:

- a. agreement to do something or give permission to someone to do something;
- b. must be freely given, is reversible, informed, enthusiastic and specific (FRIES);
- c. must be respected. In instances where consent is not given, e.g., asking someone for personal information, you can only ask once. If denied, you must not ask again.

3.2 Cyber Harassment is:

- a. encouraging others or sending unsolicited and/or threatening emails/ communications
- b. spreading rumours;
- c. actively excluding people from chat forms;
- d. making hurtful comments about someone online;
- e. creating online content that depicts someone in a negative way;
- f. persistent disturbing or distracting content;
- g. posting sensitive content online with the intent of causing harm or specifically targeting certain groups or individuals with sensitive content;
- h. zoom bombing: when a person, or group of persons, hack a zoom call and spam it with disturbing or distracting content.

3.3 Cyber Sexual Harassment/ Cyber Stalking is:

- a. repeated, unsolicited, threatening behavior of a sexual nature by a person or group using technology and online platforms with the intent to harass, bully, and intimidate others;
- b. the distribution of sexually explicit photographs, videos or communications without consent.

3.4 Gaslighting is:

- a. a form of emotional abuse where the abuser manipulates, intimidates or shifts blame ,onto the victim in order to control or confuse them. This often resulting in the victim feeling as though they are responsible for the abuse.
 - i. Withholding: intentionally withholding information and facts to confuse someone or refusing to listen or understand them;
 - ii. Countering: moving/removing objects or saying things and denying it to make someone question their memory;
 - iii. Forgetting/denying: the abuser will say something in an aggressive or mean tone and when the victim gets upset the abuser denies it having happened;
 - iv. Trivialising: dismissing someone's feelings with the purpose of making them feel as if their feelings are childish, ignored, and/or unimportant;
 - v. Blocking/ Diverting: changing a subject to silence someone or question them;
 - vi. Strategically undermining: sharing information that deliberately undermines the lived experiences, opinions, views or reputation of someone.

3.5 Harassment is:

- a. offending or humiliating someone physically or verbally;
- b. threatening or intimidating someone;
- c. making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction;



- d. most often a series of repeated incidents or behaviours directed at an individual over a period of time but in extreme situations may be one severe incident that has a profound and lasting impact on an individual;
- e. VIDEA considers gossip or lateral violence directed against an individual, or a group, to be harassment.

3.6 Lateral violence is:

- a. a historical colonial strategy used to disempower and disenfranchise exploited people;
- b. a cycle of abuse rooted in colonization, oppression, intergenerational trauma and ongoing experiences of racism and discrimination;
- c. displaced violence, anger, sadness, dissatisfaction or fear against members of a similar group, rather than directed at the person or group responsible for oppressing;
- d. some examples of lateral violence include, but are not limited to:
 - i. within the LGBTQ+ community: for example, against transgender people;
 - ii. Colorism: prejudice or discrimination against people with dark or lighter skin tones, among people of the same ethnic or racial group;
 - iii. Measuring identity: “not being enough” to identify in a group. It can be a result of status or blood quantum policies or seen in biphobia within the LGBTQ+ community;
 - iv. putting different people of color against one another (e.g. Asian hate);
 - v. Crabs in the bucket metaphor: ‘if I can’t have it, neither can you’ attitude. In this metaphor, the crabs individually could escape the pot, but they keep grabbing each other and sabotaging their success, ensuring a collective struggle.

3.7 Sexual harassment is:

- a. offensive or humiliating behaviour that is related to a person’s sex;
- b. behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment;
- c. behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person’s job or employment opportunities.

3.8 Sexual abuse is:

- a. undesired sexual behaviour by one person towards another including unwanted verbal or physical behaviours such as forcing a person to look at a naked body or naked genital area, watch or look at sexual pictures or videos, watch a sexual act, or be touched in any way that is objected to by the individual. This includes repeated incidents of unwanted touching repeated touching someone’s shoulder after they have asked you to stop;
- b. sexual assault including coercive/forced oral sex or coercive/forced intercourse (rape).

3.9 Sexual Exploitation is:

- a. sexual abuse of children, youth, or any other person, through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money;
- b. involving children and youth in creating pornography and sexually explicit websites;
- c. involving any other person (over the age of consent) in creating pornography and sexually explicit websites;
- d. the abuse of power through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money.

As an organisation, we support the right of men, women, and non-binary individuals to earn a living through



sex work, but this must be entirely their choice, free of coercion or intimidation.

4. EXAMPLES OF HARASSMENT:

4.1 The following are examples of harassment as recognized by the Government of Canada. These actions will not be allowed or tolerated by VIDEA.

- a. preventing a person from expressing himself or herself: yelling at the person; threatening; constantly interrupting that person; prohibiting the person from speaking to others;
- b. unwanted sexual advances which may or may not be accompanied by threats or explicit or implicit promises;
- c. making rude, degrading or offensive remarks;
- d. making gestures that seek to intimidate;
- e. engaging in reprisals for having made a complaint under this Policy;
- f. discrediting the person by spreading malicious gossip or rumours, ridiculing him/her, humiliating him/her, calling into question his/her convictions or his/her private life, shouting abuse at him/her;
- g. compelling the person to perform tasks that are inferior to his/her competencies that demean or belittle him/her, setting the person up for failure, name calling in private or in front of others;
- h. isolating the person by no longer talking to him or her, denying or ignoring his or her presence, distancing him or her from others;
- i. excluding a person from team social activities in the workplace, ie. Offering to make tea for all persons in the office except one;
- j. destabilizing the person by making fun of his or her beliefs, values, political and/or religious choices, and mocking his or her weak points;
- k. harassing a person based on a prohibited ground of discrimination (as described in [Canadian Human Rights Act](#)).

4.2 The following are examples of inappropriate behaviour in the workplace. While these behaviors do not constitute harassment, they are not appropriate and will be addressed.

- a. talking loudly in the workplace;
- b. always being in a bad mood;
- c. slamming doors;
- d. constantly interrupting colleagues in a meeting;
- e. continually interrupting colleagues who are having a conversation;
- f. dominating conversations and not allowing others to speak;
- g. gossiping in the workplace or about work, intern, or volunteer-related activities.

5. STATEMENT ON SEXUAL EXPLOITATION:

VIDEA works with multiple vulnerable persons and will not permit any form of sexual exploitation. All allegations of sexual exploitation will be addressed immediately and may include immediate dismissal from any position at VIDEA or in VIDEA programming.

6. RESPONSIBILITIES AND EXPECTATIONS:

6.1 VIDEA is responsible for:

- a. providing all employees a harassment, abuse and exploitation-free workplace and providing all volunteers, associates, and programme participants with a harassment, abuse and exploitation-free



programme environment;

- b. Providing all employees with training on consent, harassment, abuse, exploitation, and healthy workplace relationships.

6.2 The Executive Director of VIDEA is responsible for:

- a. ensuring that this policy is applied in a timely, consistent and confidential manner;
- b. determining what level of enquiry is called for, who should conduct the enquiry, whether external parties should be brought in to conduct the enquiry;
- c. assessing enquiry findings to determine whether or not allegations of harassment, abuse and exploitation are substantiated, and engaging the relevant legal expertise to assist with this task, as necessary;
- d. determining what corrective action is appropriate where a harassment, abuse, or exploitation complaint has been substantiated;
- e. ensuring that parties assisting with a complaint are not in conflict of interest. The responsibilities of the Executive Director are taken by the Head of Programmes should the Executive Director be implicated in the complaint(s).

6.3 The Executive Director and the Board Executive is responsible for:

- a. the administration of this policy;
- b. ensuring that this policy is adequately resourced;
- c. reviewing this policy annually, or as required;
- d. making necessary adjustments to ensure that this policy meets the needs of the organization.

6.4 The Youth Programs Manager and VIDEA Country Coordinators are responsible for:

- a. delivering training and providing appropriate resources for all volunteers, associates, or programme participants on consent, harassment, abuse, exploitation, and healthy workplace relationships;
- b. fostering a harassment-free work and programme-delivery environment and setting an example about appropriate workplace and programme behaviour;
- c. communicating the process for investigating and resolving harassment, abuse, or exploitation complaints made by employees, volunteers, associates or programme participants;
- d. reporting any claims of harassment, abuse, or exploitation immediately to the Programme Manager and Executive Director, using the exact language that the claim was made in;
- e. making the Programme Manager and Executive Director aware of any claims of harassment, exploitation, or abuse and in consultation with them, dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
- f. taking appropriate action during a harassment, abuse, or exploitation investigation, including separating the parties to the complaint, when appropriate;
- g. ensuring harassment, abuse, and exploitation situations are dealt with in a sensitive and confidential manner;
- h. reports to the Executive Direction but can at their own discretion report directly to the Head of Programmes or board with complaints.

6.5 All VIDEA employees, volunteers, associates or programme participants are responsible for:

- a. treating others with respect in the workplace and programme environment;
- b. practicing consent in all interactions with other VIDEA employees, volunteers, associates or programme participants;



- c. familiarizing themselves with the Safeguarding Policy and learning what does and does not constitute harassment, abuse, or exploitation;
- d. reporting harassment, abuse, or exploitation to their supervisor, the VIDEA Executive Director and/or Programme Manager;
- e. cooperating with a harassment, abuse, or exploitation investigation and respecting the confidentiality related to the investigation process;
- f. reporting any situations where they find themselves in conflict of interest, and withdrawing from the situation.

6.6 All VIDEA employees, volunteers, associates or programme participants can expect:

- a. to be treated with respect in the workplace and programme environment;
- b. that reported harassment, abuse or exploitation will be dealt with in a timely, confidential and effective manner;
- c. to have their rights to a fair process and to confidentiality respected during a harassment, abuse, or exploitation investigation whenever possible;
- d. to be protected against retaliation for reporting harassment, abuse, or exploitation or cooperating with an investigation.

7. PROCEDURES FOR ADDRESSING A HARASSMENT, ABUSE, OR EXPLOITATION COMPLAINT:

7.1 Advice

- a. VIDEA is committed to ensuring that the VIDEA staff and associates feel comfortable addressing harassment. Therefore, VIDEA is committed to helping claimants come forward about harassment by:
 - i. Having the Executive-Director, Indigenous Governance Officer, and Anti-Racism and Climate Justice Advisor hold weekly office hours where any person may come to discuss harassment, or simply to talk about their feelings of unease that they may be having within the organization;
 - ii. Prepay a Human Rights Lawyer so that a claimant or respondent may go directly to them to share their concerns and may request the lawyer to act on their behalf. This is a way for the claimant to feel confident remaining confidential and to counter the power dynamics that may exist within reporting through the hierarchies of the organization.

7.2 Filing a Complaint:

- b. A present, or former, employee, volunteer, associate or programme participant may file a harassment, abuse or exploitation complaint by contacting the Executive Director, the Programme Manager, the Youth Program Manager or a VIDEA Country Co-ordinator. The complaint may be verbal or in writing. If the complaint is made verbally, one of the above VIDEA employees will record the details provided by the employee, volunteer, associate or programme participant. **Note:** The investigator should only be contacted with issues related to sexual exploitation and abuse, not harassment claims.
- c. The employee, someone on behalf of the employee, or a third party shall then report the matter in writing, to the Executive Director and Programme Manager, using the exact language used by the claimant. The employee should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable) (BC Labour Law Section 74.1).
- d. Complaints should be made as soon as possible but a current employee may file a complaint at any time regarding an incident of perceived harassment, unless there are circumstances that prevented the employee, volunteer, associate, or programme participant from doing so.



- i. Complaints relating to an employee whose employment was terminant must deliver the complaint within 6 months after the last day of employment (BC Labour Law Section 74.3).
- e. The Executive Director, the Programme Manager, Youth Program Manager or a VIDEA Country Co-ordinator will tell the respondent that the complaint has been made against them, in writing, and that a complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.
- f. If a complainant requests their identity to be kept confidential via writing, the Executive Director, the Programme Manager, Youth Program Manager or a VIDEA Country Co-ordinator must not disclose any identifying information about the claimant unless: disclosure is necessary for the purposes of a proceeding or disclosure is in the public interest. However, disclosure may be leaked from members involved in the investigation process which is out of VIDEA's control (BC Labour Law Section 75).
- g. Every effort will be made to resolve harassment complaints within 30 days. The Executive Director will advise both parties of the reasons why, if this is not possible.
- h. As required by BC employment law, corrective actions that pertain to VIDEA as an organisation shall be shared with the complainant. Corrective actions that pertain to an employee, intern, volunteer, or programme participant shall be implemented by VIDEA, but shall not be reported to the claimant.
- i. If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the Executive Director, or Board Chair of VIDEA.
- j. Further, no employee shall be mistreated because of a complaint or investigation (BC Labour Law Section 83).

7.3 Mediation:

- a. wherever appropriate and possible, the claimant and respondent shall be offered mediation prior to proceeding with a harassment investigation;
- b. mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint;
- c. the mediator will be a neutral person. The mediator will not be involved in investigating the complaint;
- d. each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

7.4 Investigation:

If mediation is inappropriate or does not resolve the issue, an investigation will be conducted. All investigations will be handled by an individual, or individuals who have the necessary training and experience. In some cases, external consultants may be engaged for this purpose.

The investigator will interview the complainant, the respondent and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy (BC Labour Law Section 77).

The investigator will prepare a report that will include:

- a. a description of the allegations;
- b. the response of the respondent;
- c. a summary of information learned from witnesses (if applicable); and
- d. a decision about whether, on a balance of probabilities, harassment did occur.

The investigation:

- a. The Executive Director is not limited to how they may react to complaints and can proceed whatever initiatives that are considered advisable or appropriate (BC Labour Law Section 76.2);
- b. The Director may refuse to accept, review, mediate, investigate or adjudicate a complaint or may stop or postpone reviewing, mediating, investigating or adjudicating a complaint if :
 - i. the complainant is not made within the time limit specified in 7.2,
 - ii. BC Labor Act does not apply to the complaint,
 - iii. the complaint is frivolous, vexatious, trivial or is not made in good faith,
 - iv. the employee has not taken the requested steps specified by the director in order to facilitate resolution or investigation of the complaint,
 - v. there is not enough evidence to sustain the complaint,
 - vi. a proceeding relating to the subject matter of the complaint has been commenced before a court, a tribunal, an arbitrator or a mediator,
 - vii. a court, a tribunal or an arbitrator has made a decision or an award relating to the subject matter of the complaint,
 - viii. the dispute that caused the complaint is resolved (BC Labour Law Section 76).

This report will be submitted to **the Executive Director and Board of Directors**. Both parties to the complaint will be given a copy that takes into account VIDEA's responsibilities under section 7.2.

8. NEXT STEPS:

If harassment is believed to have occurred, VIDEA is dedicated to holding those involved accountable while also creating an environment that allows for growth and provides an opportunity to learn.

Following an investigation, VIDEA will review and revise workplace procedures to prevent future harassment incidents in the workplace.

VIDEA holds a restorative justice model that believes that some forms of harassment serve as a learning moment that can transform the environment to be more open to anti-harassment approaches. A restorative justice model holds the offender responsible for their actions by giving an opportunity for the victims, offenders and community to identify and address their needs after harassment has occurred.

Restorative justice principles are based on respect, compassion and inclusivity. It encourages meaningful engagement and accountability and provides an opportunity for healing, reparation and reintegration. Restorative justice processes take various forms and may take place at all stages of a complaint. However, what a restorative justice approach does not do is force the claimant to have conversations, one on one or in group setting with the respondent. This model seeks to ensure the claimant feels comfortable remaining in a work environment where the respondent may still be.

Restorative justice aims to create agreement within conflict. In all forms it offers an opportunity for the victim and offender to both share in a safe space and create an agreement with some figure or mediator to guide discussion. A variety of restorative justice services are offered, including the following:

- a. Dialogue or negotiation between both parties, which offers a safe space for discussion and agreement;
- b. Mediation between parties, which is similar to dialogue, but is kept on track by a mediator who can offer advice or potential solutions that in turn all the parties must accept and agree on;
- c. Arbitration, similarly to mediation, offers an arbitrator that guides to solutions, but ultimately decides for the parties what the outcome will be. It still requires that all parties consent to their outcome;
- d. These three forms are easily adaptable in that the person bringing up an issue can utilize a surrogate to stand in for them or a community member who can advocate for them. Incorporation of peacemaking



circles, community involvement, and other Indigenous methods can also be incorporated. Restorative justice offers flexibility in the process and outcome regardless of whether dialogue, mediation, or arbitration is adopted.

By adopting a restorative justice model, VIDEA is committed to:

- a. Provide educational and awareness workshops to employees every two years and to new employees;
- b. Provide specialized training to members who are most likely to have a form of harassment disclosed to them;
- c. Leverage our unique team experience to create a space that is consistently identifying and addressing harassment in an open and safe manner;
- d. Have at least monthly check-in with staff about their experience with harassment.

9. SUBSTANTIATED COMPLAINT:

If a harassment complaint is substantiated, the Executive Director and the Board Executive will decide what action is appropriate.

Remedies for the employee, volunteer, associate, or programme participant who was harassed, abused, or exploited may include: an oral or written apology; and any further compensation negotiated and agreed upon by all parties involved, or required by law.

Under BC Labour Laws, VIDEA may only terminate an employee with proof of just cause relating to:

- a. Theft;
- b. Another crime such as assault or sexual assault;
- c. Insubordination/Incompetence;
- d. Transgressing company policy.

Though all harassment is not tolerated, not all harassment is grounds for termination. Therefore, corrective action for the employee, volunteer, associate, or programme participant found to have engaged in harassment, abuse, or exploitation may include: a reprimand with training, additional supervision, and additional support; a suspension followed by new terms of employment, additional training and supervision, and support; a transfer including new terms of employment, additional training and supervision, and support; and/or dismissal.

Both parties to the complaint will be advised, in writing, of the decision within the parameters of section 7.2

10. OTHER REDRESS:

An employee, volunteer, or associate who is not satisfied with the outcome of the harassment complaint process may appeal to the VIDEA Executive Director or Board, and/or file a discrimination complaint with the Canadian Human Rights Commission.

11. PRIVACY AND CONFIDENTIALITY:

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to an immediate supervisor.

VIDEA and all individuals involved in the harassment complaint process will comply with all requirements of the Personal Information Protection Act to protect personal information.

12. STAFF ACKNOWLEDGEMENT:

VIDEA would like to recognize the people who worked hard to make this policy. The process for this policy

began in 2017. In the development process and the first review of the policy, Lynn Thornton (Executive Director) and Hillary Ronald (Youth Programmes Manager) worked alongside board members Su Russell, Addy Treleaven, Malisa Fox, Aja Sherlock, Dana Clavette and Alison Brophy to bring this policy forward. They met weekly over the course of a month to discuss the content of the policy. From the start the process was grounded in the experiences and practices learned through our programming and alongside our overseas partners.

During the first review of this policy in 2019, the VIDEA team consulted a human rights lawyer regarding the enforceability of the policy. This consultation included training for the whole VIDEA team on terminology and application of this policy.

The second review of the policy was led by Brianna Parent Long (Gender and Diversity Program Officer) and Hillary Ronald. Brianna worked to ground the policy into BC Labor laws and include definitions on lateral violence, gaslighting, cyber harassment/sexual-harassment, and include a restorative justice model. In late January, there was an initial consultation with Zambian staff to ensure that the policy reflected their needs regarding harassment and PSEA. This consultation included Chris Singelengele (Indigenous Internship Coordinator), Isaac Mbewe (VIDEA's safety and Logistics Coordinator), Michael Songiso (Anti-Racism and Climate Justice Advisor), Bertha Mukonda (Education Hub Team Leader), Febby Ngwira (Intern), Agness Banda (Intern), Hillary Ronald and Brianna Parent Long. Further, there were consultations with WorkSafe BC (February 2021) to focus on grounding the policy into BC Labour Laws. In April 2021, with the inclusion of new terminology around lateral violence, there was a consultation with Indigenous staff to ensure there was an adequate attention paid to colonial sources of harassment and PSEA. This consultation included Taleetha Tait (IAYI Coordinator), Rachel Barr (Innovation, Inclusion, and Gender Manager), Sheldon Anderson (Cultural Development Intern), Shelby Anderson (Media Engagement and Advocacy Officer), Hillary Ronald, and Brianna Parent Long. After the final draft of the policy was completed, there was another consultation with Zambian Staff which included Michael Songiso, Chris Singelengele, Bertha Mukonda, Agness Banda, Hillary Ronald and Brianna Parent Long.

13. REVIEW:

VIDEA will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all employees.

14. ENQUIRIES:

Enquiries about this policy and related procedures can be made to the Executive Director of VIDEA at lthornton@videa.ca.

15. ADDITIONAL RESOURCES:

Related Links and Resources on Harassment in the Workplace

<https://www.canada.ca/en/treasury-board-secretariat/services/healthy-workplace/prevention-resolution-harassment/harassment-tool-employees.html>

<https://www.worksafebc.com/en/resources/health-safety/books-guides/a-handbook-on-preventing-and-addressing-workplace-bullying-and-harassment?lang=en>

DATE: JUNE 20, 2018

REVIEWED AND AMENDED JANUARY 2019

REVIEWED AND AMENDED JUNE 2021





VIDEA

**1923 FERNWOOD RD,
VICTORIA, B.C.**

**V8T 2Y6
VIDEA.CA**