

# Anti-Harassment Policy

Storytelling Toronto encourages any of its employees and community members who witness or who are victim to [harassment](#), bullying, or discrimination to bring forward the information as soon as possible so that an investigation may immediately commence. Storytelling Toronto is committed to ensuring an environment free of harassment, bullying, and discrimination. In pursuit of this, Storytelling Toronto will not tolerate any harassment, bullying, or discrimination within the [workplace](#). Storytelling Toronto is further committed to investigating any complaints regarding harassment, bullying, and/or discrimination, using the method of progressive discipline, up to and including the point of termination of membership and/or employment for the perpetrator(s).

Canada's Criminal Code specifically lays out matters such as [violent acts](#), [sexual assault](#), threats, and behaviours such as stalking. In the event of any of the above, Storytelling Toronto will immediately contact the police.

## COMPLAINT PROCEDURE

At Storytelling Toronto, complaints regarding harassment, bullying, or discrimination may be brought forward to:

- [admin@storytellingtoronto.org](mailto:admin@storytellingtoronto.org) or the feedback form on the [Storytelling Toronto website](#)
- Immediately upon receipt of a complaint, the Executive Director and Board of Directors will be informed and an investigation will be opened; any additional information and context will be sought. The investigation may include:
  - A review of the details of the incident;
  - Separate interview(s) with the parties involved and any witnesses;
  - Examination of any relevant documents, emails, notes, photographs, or video;
  - A decision about whether the complaint constitutes harassment; and
  - The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings;
  - the final report will be sent to the Board.
- Storytelling Toronto will take appropriate measures to ensure that individual(s) and/or witness(es) involved in filing the complaint are protected, as necessary. This may include temporary reassignments or shift changes. Storytelling Toronto will ensure that these changes do not penalize any individual(s) who brought forward a complaint, or any witness(es) to the complaint.
- Storytelling Toronto will not disclose any information to the public regarding a complaint of harassment (including any identifying personal information of any of the individuals involved), unless the disclosure is necessary. The disclosure may become necessary for the purposes of investigating the complaint, taking disciplinary action, or as required by law.
- The individual(s) who disclosed the complaint, as well as the alleged harasser, will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.

Any reports resulting from an investigation into complaints of harassment, discrimination, or bullying are not considered to be Occupational Health and Safety reports.

Note: This policy will be in written form and posted on the Storytelling Toronto website. It will be reviewed as often as necessary, but at least annually by the Board of Directors in consultation with HR Covered.