Torchbearers Capernwray Canada

Capernwray Harbour Bible Centre

Bullying and Harassment
Policy Statement

1. Bible Centre Conduct

Bullying and harassment, including sexual harassment, is not acceptable or tolerated by Capernwray Harbour Bible Centre ("CHBC") & Torchbearers Capernwray Canada Society ("TCCS"). All staff, students and registered guests will be treated in a fair and respectful manner. Capernwray Harbour Bible Centre & Torchbearers Capernwray Canada Society is committed to providing a community in which all individuals are treated with respect and dignity, free from harassment.

The Bible Centre is a Christian community that encourages and promotes biblical principles of lifestyle and conduct. These principles are the basis of our community and make possible the creation of an environment conducive to the accomplishment of the Bible Centre's mission, stated as '*through Biblical teaching, exemplary living and practical training, we proclaim Jesus Christ, Who by His indwelling Life equips people to serve Him and His church worldwide; thus being a Living witness to His Resurrection Life in a lost and perishing world.'*

2. Bullying and Harassment

(a) includes any inappropriate conduct or comment by a staff, student or registered guest of CHBC or TCCS towards a staff, student or guest that the person knew or reasonably ought to have known would cause that person to be humiliated or intimidated, and

(b) includes **sexual harassment**, which is defined as any conduct, gesture, or contact of a sexual nature by a staff, student or registered guest of CHBC or TCCS that is likely to cause offence or humiliation to any staff, student or guest, that the person knew or reasonably ought to have known would cause that person to be humiliated or intimidated, but

(c) excludes any reasonable action taken by an administrative staff or supervising staff relating to the management and direction of a staff person fulfilling their agreed-to role and responsibilities and/or the *'Staff Personal & Mutual Commitment'* or the place of employment or relating to the management or oversight of a student fulfilling the

agreed-to course of studies and/or the '*Conditions of Enrollment & Enrollment Agreement*'.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours. Sexual harassment may include but is not limited to requests for sexual favours, offensive sexual comments or jokes, unwanted or unnecessary physical contact of a sexual nature, and the circulating of offensive pictures or written material.

3. CHBC or TCCS Staff & Students Must:

- not engage in the bullying and harassment of other staff, students or registered guests
- report if bullying and harassment is observed or experienced
- apply and comply with the Bible Centre's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all Capernwray Harbour Bible Centre & Torchbearers Capernwray Canada Society Staff, including permanent, temporary and voluntary as well as all enrolled students in the Bible School programme. It also applies to interpersonal and electronic communications, such as email.

5. Annual review

This policy statement will be reviewed periodically. All staff, students and registered guests will be provided with a copy of this policy upon request.

Last Review Date: September 29, 2022

- Approved by Board of Directors December 2019

Torchbearers Capernwray Canada

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Bullying and Harassment
Reporting & Follow Up Procedures

1. How to Report

Staff, students and registered guests at Capernwray Harbour Bible Centre & Torchbearers Capernwray Canada can report incidents or complaints of bullying and harassment verbally or in writing that occur in the context of Capernwray Harbour Bible Centre & Torchbearers Capernwray Canada as their workplace, institution of enrolled studies or location of registered recreational programming. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to Report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting Contact

Staff may report any incidents or complaints to the Personnel Manager at Capernwray Harbour Bible Centre, Thetis Island BC, Canada. Students & registered guests may report any incidents or complaints to the Director, Capernwray Harbour Bible Centre, Thetis Island BC, Canada.

4. Alternate Reporting Contact

If a staff member named in Step 3 is the person engaging in bullying and harassing behaviour, staff, students or registered guests may contact a member of the Board of Directors for Torchbearers Capernwray Canada who is not an employee.

5. What to Include in a Report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Investigation & Follow Up Procedures

i) If a staff reports an incident or complaint to the Personnel Manager at Capernwray Harbour, the Personnel Manager will act as the investigator into the incident or complaint. If a student or registered guest makes a report to the Director, the Director will act as the investigator into the incident or complaint. Should the Personnel Manager or Director be named in the complaint, the non-employee member of the Board of Directors for Torchbearers Capernwray Canada will act as the investigator.

ii) The investigator will complete an investigation within thirty (30) working days or at a later date mutually agreed to by both parties and submit a report in writing to the Director of the Bible Centre or to the Board member should the Director be involved in the complaint.

iii) The Director who is the Employer and in charge of the Bible School will take appropriate action and inform both parties in writing of the finding and the resolution.

7. Disciplinary and Rehabilitative Action

Disciplinary and rehabilitative action resulting from an investigation may include one or more of the following:

1. A formal, written apology
2. Counseling
3. A change of work assignment of the accused person
4. The suspension or discharge of the staff person, student or registered guest
5. A report to the police if it is deemed that a criminal offense has likely occurred (9-1-1, Ladysmith RCMP 250-245-2215)
6. Referral of the victim to a relevant victim service(s) for professional care (https://www2.gov.bc.ca/gov/content/justice/criminal-justice/bcs-criminal-justice-system/if-you-are-a-victim-of-a-crime/victim-of-crime/victim-services-directory); or
7. Assisting the victim to obtain medical care as necessary (9-1-1, Chemainus Urgent Care 250-737-2040, online doctors); in case of an emergency, CHBC's Emergency Procedures will be followed, including contacting the victims emergency contact

Spurious & false complaints are dealt with according to the same actions.

8. Record Keeping

Complaint forms, investigation forms, written reports, written apologies and documents related to disciplinary and rehabilitative actions decided upon will be kept in the personnel file of the accused in the incident cited. These records will be kept and maintained in the strictest of confidence in the campus Main Office for a period of 7 years.

9. Annual Review

These reporting procedures will be reviewed periodically. All staff, students and registered guests will be provided with a copy of this policy upon request.

Last Review Date:
September 29, 2022

Torchbearers Capernwray Canada

Bullying and Harassment
Complaint Form

Name and contact information of complainant
Name of alleged bully(s) or perpetrator(s)

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature	**Date**