



# DID YOU KNOW?

AN INFORMATION SHEET FOR ST. JOHN AMBULANCE MEMBERS

## HARASSMENT/DISCRIMINATION

June 2003

Vol. 10 No. 6

**DID YOU KNOW** that harassment is a type of discrimination?

### What is discrimination?

Discrimination is defined as denial of any accommodation, service or facility, or opportunity that is customarily available to the public, because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, or sexual orientation of the individual who was denied the accommodation, service, facility or opportunity, except where there is a bona fide requirement. (*Refer to January 1997 Vol. 4 No.1 Did You Know*)

### What is harassment?

Harassment is a type of discrimination which can take many forms. It is defined as any unwanted physical or verbal conduct that offends or humiliates you. Such conduct can interfere with your ability to do a job or obtain a service.

### What is the St. John Ambulance Policy on harassment and discrimination?

St. John Ambulance believes in providing safeguards for its members against harassment and discrimination by enforcing their policy. St. John Ambulance's policy on harassment applies to all members (paid or unpaid) as well as applicants for volunteer positions?

All St. John Ambulance policies, including the screening policy, are based on federal human rights legislation.

**POLICY: St. John Ambulance and its members shall not discriminate on any ground which is prohibited by provincial statute, and will not tolerate or condone harassment in any way.**

St. John Ambulance has a commitment to their members to ensure everyone understands the policy and procedures for dealing with harassment.

### What to do if you are harassed?

- Make it clear to the harasser that his or her actions are not welcome.
- Document your case. Keep a written record of the incidents, including times, places and witnesses.
- If the harassment does not stop report the incident immediately to your direct supervisor and follow the Harassment Complaint Review Process set out in our *January 1999 Vol. 6, No. 1 Did You Know*.

### What to do if the harassment complaint is made against you?

- Discuss the matter with your supervisor, personnel officer, or other representative
- Cooperate fully with the person(s) conducting the investigation, so that the facts may be determined.

Everyone involved in a harassment situation has rights and responsibilities, whether they are the complainant or the person having a complaint of harassment made against them. Both parties have the right to be treated fairly, to be kept informed, and to be assured of confidentiality concerning the situation. Both parties also have the responsibility to participate in the process toward settlement, to cooperate during the harassment investigation, and to follow any course of action that is determined during the review process.

Additional information is available on the internet under [www.chrc-ccdp.ca](http://www.chrc-ccdp.ca). Each of the provinces/territories has some form of legislation on harassment/discrimination. Why not take the time to check out your province's legislation?