ANTI-HARASSMENT POLICY

Approved: ELT June 26, 2019, Updated by ELT April 29, 2025
Updated: Director of HR November 3, 2022

PREAMBLE

At Briercrest Christian Academy, College, and Seminary (BCS) we value the diversity that we have as God's image bearers. We commit to love and respect our students and associates as well as all others who enter our learning community. As such, we will not condone any bias, prejudice, harassment, or disrespectful behaviors. Nor will promotion of such behaviors be tolerated. All students and associates are entitled to a harassment-free study/workplace.

All harassment complaints shall be taken seriously. When acts of harassment are reported or observed, remedial measures and appropriate corrective actions shall be applied. All complainants should be confident that retaliation against them for any complaint will not be tolerated. This policy applies to anyone who provides or uses the services of Briercrest Christian Academy, College, and Seminary as well as anything that happens on the premises or online at Briercrest Christian Academy, College and Seminary. Each associate and student have an affirmative duty to maintain a school free of harassment and intimidation.

OVERARCHING GOALS

- Safety: Freedom from harm (physical, emotional, spiritual, psychological) as the result of intentional malice or undue carelessness.
- Wholesomeness: Freedom to grow and change in an environment of care acknowledging that care, growth and change often include pain.
- Inclusion: Freedom to be heard and to participate in the community of Briercrest Christian Academy, College, and Seminary.
- Truthfulness: Freedom to be forthright, to be accurate, to participate in wholesome talk and to be surrounded by forthrightness, accuracy, and wholesome talk.

ROLES AND RESPONSIBILITIES OF LEADERSHIP

All our leaders (managers, faculty, and deans), through their actions, shall model respectful behavior by:

- providing harassment prevention training opportunities for associates and students
- encouraging reports of harassment and/or discrimination incidents
- notifying the appropriate leader of allegations or incidences of harassment as dictated by the Anti-Harassment Complaint Grid (below)
- ensuring that retaliatory behavior is not allowed
- taking appropriate measures to avoid harassment

ROLES AND RESPONSIBILITIES OF ASSOCIATES AND STUDENTS

It is the desire of leadership that associates and students:

- recognize harassment and discrimination
- avoid harassment and discrimination
- learn to respond to/confront harassment and discrimination
- report harassment and discrimination, whether experienced or observed

HARASSING BEHAVIOR

Harassment is a form of offensive treatment or behavior that, to a reasonable person, creates an intimidating, hostile, or abusive environment.

Harassment (including discrimination) is any inappropriate conduct, comment, display, action, or gesture by a person that:

- Degrades or shows hostility toward an individual because of the individual's characteristics, associations, social or economic status, or abilities including but not limited to race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or

weight, age, nationality, ancestry, place of origin or receipt of public assistance, or because of retaliation for opposition to prohibited discrimination

- Adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonable to know would cause a worker to be humiliated or intimidated
- Creates a hostile, or offensive work/study environment through graphics, written, spoken or non-verbal communications including comments, voice mail, email, jokes, slurs, bullying, or negative stereotyping
- Constitutes physical violence, restraint, coercion or a threat to the health or safety of a student or associate
- Interferes with an individual's ability to complete her or his work/study

Sexual harassment is specifically prohibited and defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature inappropriate in the work/study environment. Examples of sexual harassment include, but are not limited to:

- Demeaning and/or derogatory communication about one's gender
- Staring, pinching, touching, or blocking the movements of another person
- Unwelcome sexual comments, innuendoes, or jokes about one's dress or body
- Sexual horseplay or pranks
- Sexually explicit displays or distribution of pictures, materials, or objects in the work/study area
- Offering or implying a reward or threat concerning work/class assignments, performance review, discipline, promotions, or other terms or conditions of employment in exchange for sexual favors
- Unwelcome amorous advances, sexual propositions, or obscene gestures
- Obscene letters, phone calls, e-mails, or unwelcome words or comments with sexual meanings
- Unwelcome repeated social contact, and non-consensual sexual contact

RETALIATION PROHIBITED

Students or associates who complain of harassment or discrimination, who provide information related to such complaints, or who oppose harassing and/or discriminating behavior shall be protected against retaliation. Retaliation is considered as serious as prohibited harassment, and immediate and appropriate disciplinary action, up to and including dismissal, shall be instituted. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation can include negative actions such as, but not limited to, unwarranted low grades or poor performance evaluations; change in duties or service opportunities as a consequence of reporting harassing behavior; other negative education or employment decisions; gossip and breach of confidentiality; laughing at, ignoring, or failing to take seriously reports/complaints of harassment; or continuing/escalating harassing behavior after the associate/student objects.

ADDRESSING HARASSMENT

Any complaint or observation of harassment can be reported according to the Anti-Harassment Complaint Grid below. Complaints may be made in person or in writing to the appropriate leader.

ANTI-HARASSMENT COMPLAINT GRID

*Begin with identifying who is the complainant and accused, and this will lead to the point of contact and the relevant policy.

Complainant/Victim	Accused/Respondent	Complaint made in person or in writing	Policies Governing
Student	Staff or Faculty	Student Complaints Officer	Student Complaint Policy
Staff or Faculty	Staff or Faculty	Director of Human Resources	Anti-Harassment Policy
Student	Student	Dean of Women or Men	Student Responsibilities and Expectations
Staff or Faculty	Student	Dean of Women or Men	Student Responsibilities and Expectations

CONTACT INFORMATION

- Student Development Office - StudentDevelopment@briercrest.ca
- Director of Human Resources – humanresources@briercrest.ca
- Student Complaints Officer – studentcomplaints@briercrest.ca or Student Complaint Policy and Form https://www.briercrest.ca/doc/?ID=661

HARASSMENT INVESTIGATION

All allegations of harassment shall be handled through the Human Resource office, or the Student Complaints Officer, or a Student Development Dean. Any allegation of harassment will result in immediate intervention to ensure the safety of the aggrieved.

The advisor to whom the allegation is brought will help the aggrieved determine the best course of action. Should a fact-finding investigation be deemed necessary, it will begin promptly. An investigator will be appointed to gather and consider the relevant facts. All parties are expected to be ethical and honest throughout the investigation. The confidentiality of all parties who are interviewed about the harassment allegation shall be maintained, with the information being disseminated only on a need-to- know basis. The alleged harasser shall not have supervisory authority over the individual who conducts the investigation and shall not have any direct or indirect control over the investigation.

The aggrieved and the respondent will be informed about the outcome of the investigation by the advisor working on the situation. This same person will also follow up with both parties within 30 days of the resolution.

All allegations of harassment will be taken seriously with the goal of encouraging, facilitating and maintaining a safe, wholesome, inclusive, and truthful environment.

By expecting accountability and truthfulness, it is hoped that the leaders involved can foster an atmosphere that will promote redemption, healing, repentance, forgiveness, and reconciliation. It must be acknowledged that the outcome may or may not satisfy the aggrieved and/or the respondent.

CORRECTIVE ACTIONS

If the findings of the investigation indicate that a violation of the Anti-Harassment policy has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense. (An oral or written warning, training, or counselling, monitoring the harasser, transfer or reassignment, demotion, reduction of wages, suspension, or dismissal may all be appropriate.)

APPEAL PROCESS

If the aggrieved or respondent has worked with the process and feels that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The appeal must be submitted in writing to the Director of Human Resources who will ensure that the appeal is processed with the Executive Vice President (EVP), or the President's designate if the EVP was involved in the initial decision. The EVP people may convene an appropriate committee of leaders to review the appeal. If the individual is not content with the appeal decision, which is the final decision of the institution, provision is made within accrediting bodies to appeal to an outside party.

Briercrest Christian Academy: Prairie South School Division at 306.694.1200, 1075 9th Ave NW, Moose Jaw, SK S6H 1V7

College: Association for Biblical Higher Education (ABHE) at 407.207.0808, P.O. Box 780339 Orlando, FL, USA 32878-0339

Seminary: The Association of Theological Schools in the United States and Canada (ATS) at 412.788.6505, 10 Summit Park Dr. Pittsburgh, PA USA 15275-1103

Associates and students have the option of filing a complaint with the Saskatchewan Human Rights Commission and associates can refer a harassment complaint to the Saskatchewan Occupational Health and Safety Division. Students and associates retain the right to exercise any other legal avenue.

POLICY DISTRIBUTION

A current copy of this policy will be posted at all times in the Human Resources policy folder on the Hub and on Briercrest's website.

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