

DIOCESAN RESOURCE CENTRE
MANUAL OF PERSONNEL POLICIES
GENERAL EMPLOYMENT INFORMATION

Mission Statement

We, the Diocesan Staff, are committed to working as a team in order to support the Bishop, people, and work of the Diocese and to serve, encourage, inspire and enable leadership for mission and ministry in Niagara.

The Diocese of Niagara is committed to being a safe place for employees, visitors and volunteers. All employees are expected to treat each other with respect and must conduct themselves in accordance with diocesan policy on Sexual Assault, Harassment, and Abuse. This policy is included as Appendix V.

Policy Administration

This Manual of Personnel Policies will be administered by those designated within the manual.

The Synod of Niagara shall make reasonable provisions for the safety and health of employees during their hours of employment.

Both the employer and the employees shall cooperate in the prevention of accidents and in the promotion of the safety and health of all employees.

We comply with the laws of the Employment Standards Act and the Ontario Human Rights Code.

Note: The governing Policy is the most current version of the Manual of Personnel Policies as found on the Diocesan website www.niagara.anglican.ca.

A. OFFICE HOURS

At the Diocesan Resource Centre, there is a five-day week.

Hours for September to June: 9:00 a.m. □ 5:00 p.m.

Hours for July and August: 8:30 a.m. □ 4:00 p.m. Monday to Thursday
8:30 a.m. □ 12:00 noon Friday

There may be flexibility to these hours, as announced. During summer office hours a Friday off is considered either a full day of vacation or a full day of comp time.

B. LUNCH PERIODS

One hour is designated for lunch and is not considered paid time. Adequate telephone answering and reception service, however, shall be provided during lunch periods.

C. COFFEE BREAKS

There are two 15 minute coffee breaks each day. Adequate telephone answering and reception service, however, shall be provided at such times.

D. PUBLIC HOLIDAYS

Paid Holidays include:

New Year's Day	Victoria Day	Labour Day
Good Friday	Canada Day	Thanksgiving Day
Easter Monday	Civic Holiday	Christmas Day
		Boxing Day

If a holiday falls on a Saturday or Sunday, or within a vacation period, a compensatory day shall be given.

E. OVERTIME ALLOWANCES

Staff in classification levels 8 or higher is expected to work the hours necessary to accomplish their work, including evenings and weekends, with no extra financial compensation for overtime. For these persons, equivalent time off may be taken at other appropriate times as agreed with immediate supervisor.

Because of the nature of the work in the Diocesan Resource Centre (DRC), work beyond normal hours will be a factor. Compensatory lieu time for extra hours worked may be negotiated with the immediate Supervisor for grid positions below level 11, upon submission of a form which records the additional hours worked. Only in exceptional circumstances will overtime pay be considered. It is preferable for lieu time to be taken during the months of July, August or December when the DRC is less busy, but permission must be obtained from the relevant Supervisor for time off even during these months.

In the case of workers on an hourly rate like those in grid positions 1 and 2, additional hours will be paid at the normal hourly rate without benefits according to a separate agreement.

In the event additional hours are necessary for evening meetings, a \$12.50 dinner allowance will be paid, if dinner is not provided, for work of three hours or more.

F. VACATION LEAVE

All holidays shall be taken within each calendar year except as otherwise negotiated with immediate supervisor.

Every employee is entitled to two weeks with pay for the first 12 months of employment.

Any employee with greater than 12 months of employment shall be entitled to the following vacation period:

- a) three weeks with pay each summer following the second anniversary of being hired;
- b) four weeks with pay each summer following the seventh anniversary of being hired;
- c) five weeks with pay each summer following the twelfth anniversary of being hired;

In addition, during the period between Christmas and New Year's Day the Synod Office will normally be closed. An additional three days may be added to vacation time during this period.

Bonus for employees with 25 years of service: A sixth week of vacation time in addition to the above will be awarded to employees of 25 years standing.

G. HIRING AUTHORITY

The Bishop is the Chief Executive Officer of the Diocese and, as such, is the employer for all Diocesan staff. Inherent then with the Office of Bishop is the ultimate responsibility to hire and fire as well as discipline.

When a vacancy occurs, present staff will be notified; they may apply and will be considered.

H. CLASSIFICATION AND SALARY RANGES

The Bishop, in consultation with the Executive Officer and the Treasurer, shall classify all positions and determine salary ranges. Both classification and salary ranges shall be reviewed annually.

I. SALARIES

All employees are paid monthly; salary levels are determined on an annual basis; rates for hourly paid employees are determined by department supervisors and adjusted on an annual basis. Payroll deductions where applicable will be made for Income Tax, Canada Pension, Pension, Employment Insurance, Medical/Dental/Vision Insurance, Estate Benefit, Long Term Disability and Group Life Insurance, (Grid positions 8 or above to include Continuing Education). Continuing Education contributions are optional for employees in Grid positions above 8. Those below level 8 who are currently enrolled in the Continuing Education Plan will not be affected by this change.

Employees shall be advised annually of the date each month on which pay cheques will be issued. Cheques normally will be deposited directly into an employee's bank account. Pay cheques shall not be available at other than the announced times.

Salary adjustments and any changes to hourly pay rates shall be made on an annual basis effective January 1st each year. Increases for movement within the Grid will be made on the anniversary date of employment as outlined in the Grid.

Although membership in the General Synod Continuing Education Plan is not generally available to those in positions below grid level 8, employees at all levels are encouraged to take courses that will enhance their skill set. They should speak to their Supervisor before enrolling in a course or program and the fee for the course and the cost of books may be compensated by the employer.

J. JOB DESCRIPTION

Every employee will be provided with a clear job description. It is the responsibility of the employee's immediate supervisor to keep that description up to date.

K. PERFORMANCE EVALUATION

With the aid of the job description, the performance of each employee shall be evaluated regularly (at least annually), in writing, by the appropriate executive staff person. This is to determine the employee's continued suitability for the job and to provide feedback to the employee on their performance. It shall be expected that goals will be set annually.

The evaluation shall be discussed with the employee, signed by the executive staff person and employee, and placed in the employee's personnel file. The Bishop shall work with management staff to ensure that a suitable evaluation process is in place each calendar year for the management staff. Each department head shall evaluate all staff for whom they are responsible. Informal evaluations and sharing are to be encouraged between the executive staff and employees to facilitate the work of the office.

L. TERMINATION

1. Resignation

Any employee of the Diocese may resign his or her employment at any time, provided he or she give a minimum of one (1) month written notice of intention to resign in writing to the appropriate executive staff person in their department. In that event, the employee is entitled to receive all pay for days actually worked or for all business days the employee would have worked to the date his or her resignation becomes effective, whichever is less, or at the discretion of the Diocese, plus proportionate vacation time or pay for that year.

2. Termination Without Cause

The Diocese may terminate the employment of any employee at any time without cause. In that event, the Diocese shall give written notice to the employee of the number of weeks the employee is expected to work for a notice period, or pay the employee his or her salary in lieu of that notice period in accordance with the (Ontario) Employment Standards Act, or any termination entitlement, if greater, under any Employment Agreement between the Diocese as employer and the employee.

3. Termination with Cause

Any employee may be discharged for cause as that term is defined and applied from time to time by the courts in the Province of Ontario. An employee who is subject to termination from employment for cause shall first receive a warning letter from the Diocese setting out the conduct the Diocese considers as the basis for terminating that employee, and giving the employee seven (7) days to correct that conduct, failing which the Diocese shall be at liberty to dismiss the employee from his or her employment without further notice or pay in lieu of notice. Any illegal or unlawful conduct shall be considered grounds for immediate termination from employment without further notice.

M. APPEALS OF PERSONNEL ACTIONS

Any employee shall have the right to appeal any personnel action. This appeal may include salary.

Step #1 Any dispute or complaint regarding interpretation of personnel policy, administration of the office or any other matter is to be discussed first with the department head.

Step #2 If, after this discussion, the issues have not been resolved, the employee may refer the matter to the Director of Human Resources. If the complaint involves the Director of Human Resources, the matter shall be referred to the Executive Officer.

Step #3 If the appeal still remains unresolved, the individual then should appeal the matter to the Bishop either in person or in writing. Such an appeal shall be made within one week after Step #2.

It is never appropriate to discuss differences/complaints regarding supervisors with fellow employees. It is unfair to the supervisor since she/he is unable to respond and it can lead to a poisoned work environment. It is in the best interests of everyone that any concern or complaint be addressed quickly and fairly.

The decision of the Bishop, after due consideration, shall be final.

N. RETIREMENT

Normal retirement is expected at age 65. For details, please refer to the General Synod Pension Plan Members Handbook available from the Pension Office at General Synod, or the Diocesan Administrator of Payroll, Pensions and Benefits.

O. SICK LEAVE

1. Sick Days

Minor illness or injury requiring a few days off:

- a) Employees are expected to notify their supervisor that they will not be at work at or before their regular starting time.
- b) Such time off (with pay) will be subject to an annual limit of seven days and this limit may be reviewed with the Director of Human Resource in extenuating circumstances.
- c) Absence from work for more than three consecutive days requires a doctor's certificate.
- d) Absences due to sickness or injury will be recorded by the employee on the form found as Appendix II.

Information about the diocesan policies on long and short term illness may be found at:
www.niagara.anglican.ca/HumanResources/docs/A%20Revised%20Long%20and%20Short%20Term%20Illness%20Policy%20_2_.pdf

2. Supplementary Employment Insurance Benefits (SUB)

The Diocese of Niagara has a SUB agreement in place for those receiving employment insurance benefits.

3. Health Days

Each employee shall be entitled to two health days per calendar year. These may be taken in whole days or in half days. Health days shall be used for the employee's personal appointments and/or a dependant's appointment. Forms and further information are available from the Administrator of Payroll, Pensions and Benefits (see Section Z. Professional Appointments).

4. Employee Assistance Program (EAP) - 1-800-268-5211

The Employee Assistance Program, or EAP, is a voluntary, confidential, short-term counselling, advisory and information service for clergy, licensed layworkers, diocesan staff and parish employees on Diocesan payroll and benefits and your eligible family members. The EAP can help with personal problems that affect your family life, your work life or your general well being. EAP brochures are available through the Director of Human Resources office or at reception.

P. BEREAVEMENT LEAVE

An employee will be allowed time off from work, in consultation with the supervisor, to arrange and attend a funeral of a member of their immediate family. If any such days fall on a scheduled working day, the employee will be paid. Immediate family means: spouse, son, daughter, mother, father, sister, brother, parent of spouse, sister-in-law, brother-in-law, grandparents of the employee, son-in-law, daughter-in-law, grandchildren, or any fully dependent family member who lived with the employee.

Q. BENEFITS

All employees who work 20 hours or more per week are entitled to health, dental, vision care and group life benefits.

Brochures are available from the Administrator of Payroll, Pensions and Benefits on request. Employees are covered through our National Office. Group benefits are subject to change from time to time.

R. PENSION PLANS

All employees who qualify may enrol in the pension plan provided by The Pension Office. You may be excluded from the pension plan if:

- you are a part-time lay employee working under 700 hours each year, or earning less than 35% of the Canada Pension Plan/Quebec Pension Plan (CPP/QPP) earnings limit, or
- you make a written request to the National Pension Committee for special exemption from membership and your request is accepted. This request must explain why you need the exemption and must include a statement of consent from your employer. Details are provided in the Benefit Booklet.

Enrolment in the General Synod Pension Plan requires completion of a form entitled, "The Anglican Church of Canada General Synod Pension Plan Enrolment".

The Pension Plan provides a retirement benefit at age 65, an insured long-term disability plan and a plan for a surviving spouse and surviving eligible children up to age 23.

All employees are required to pay Canada Pension Plan (CPP) premiums (matched by the employer) unless they can demonstrate they are in receipt of CPP benefits. Employee deductions are made by the Administrator of Payroll, Pensions and Benefits. Any future amendments to this plan will be reported to members.

S. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

All employees are covered under the Workplace Safety and Insurance Board (WSIB) and Employer's Health Tax legislation of the Government of Ontario. WSIB is paid by the Diocese.

T. MATERNITY, PARENTAL AND COMPASSIONATE CARE LEAVE

Employees covered by Employment Insurance (EI) and accepted by EI as a claimant may receive benefits of up to 17 weeks (Maternity); 35 weeks (Parental) and eight weeks (Compassionate Care). Under certain circumstances one or more of these benefits may be combined with sickness benefits. Both parents may share parental leave. There is no additional waiting period. As noted previously, The Diocese of Niagara has a SUB plan that can be added to the EI benefit to provide 95% of income (subject to a maximum and a mandatory waiting period)* during Maternity and Compassionate Care leaves. The SUB plan does not allow the employer to top up Parental Leave beyond EI levels.

* Currently the maximum benefit is based on a salary of \$40,000 [2007]. The Diocese of Niagara will advance the EI payments during the waiting period if the claimant agrees to repay the advance after benefits begin.

General information is provided here. However, since legislation is subject to change and interpretation, you should always consult the website of Human Resources Canada (<http://www.hrsdc.gc.ca/en/ei/types/special.shtml>) at every stage of your application. Our Administrator of Payroll, Pensions and Benefits and Director of Human Resources are available to assist you at any time. Applications must be made on line. For information about on line applications: http://www.hrsdc.gc.ca/asp/gateway.asp?hr=/en/ei/faq/faq_online.shtml&hs=rxr

You may also call 1-800-206-7218.

U. PREGNANCY AND PARENTAL LEAVE

Pregnancy leave can start any time during the 17 weeks before the expected birth of the child. Any employee who intends to take pregnancy leave or parental leave should provide a minimum of two weeks written notice to the diocese before the start of both the maternity or parental leave. The written notice shall include details regarding the date on which the maternity leave is to commence and the anticipated date of the employee's return.

While on pregnancy or parental leave the employee continues to earn seniority and is covered by all benefit plans.

V. COMPASSIONATE CARE LEAVE

Employees may be eligible for paid leave to provide care or support to a family member who has a serious medical condition with a significant risk of death occurring within a period of 26 weeks. While on this leave, the employee continues to earn seniority and be covered by all benefit plans.

W. FAMILY MEDICAL LEAVE

Employees are entitled to family medical leave without pay, to provide care or support to a family member who has a serious medical condition with a significant risk of death occurring within a period of 26 weeks. The period of leave is up to eight weeks without pay each year. While on family medical leave, the employee continues to earn seniority and some benefits as provided by the employee benefit plan. The Diocese shall continue to pay the employer portion of premiums to the employee benefit plan on behalf of the employee while on family medical leave.

It is the responsibility of the employee to determine which employee benefits continue during such leave, and to apply and qualify for employment insurance benefits under the Employment Insurance Act during that leave. Additional details regarding continued benefits under the employee benefit plan and top up payments under the SUB Plan are available from the Diocesan Administrator of Payroll, Pensions and Benefits.

X. CONTINUING EDUCATION PLAN

All clergy and all licensed lay employees in grid positions level 8 and above shall belong to the General Synod Continuing Education Plan. Details are available from the Administrator of Payroll, Pensions and Benefits.

Employees in grid positions under level 8 may attend approved professional development courses with the approval of their supervisor.

Y. JURY DUTY

Leave for jury duty or being subpoenaed by the court will be granted without loss of benefits.

Z. PROFESSIONAL APPOINTMENTS

If it is not possible to arrange professional appointments outside of working hours, you may:

1. use a health day;
2. use a vacation day; or
3. make up the time as negotiated with your supervisor.

AA. DRESS CODE

It is expected that all staff will dress in casual business attire appropriate to the setting and function of their position. On Fridays staff members have traditionally supported St. Matthew's House or some other charity in order to "dress down".

BB. OFFICE COMMUNICATIONS

All staff are expected to keep their telephone message current and to use the out of office assistant on their email account when out of the office for one week or more.

CC. WEEKLY WORSHIP

Except for the summer period, the staff gathers for worship each week. All staff are expected to attend.

APPENDICES

APPENDIX

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APPENDIX I
GRID POSITION LEVELS

<u>Position Level</u>	<u>Position</u>
Unrated	Bishop
14	Executive Officer Diocesan Treasurer & CFO
13	Director of Evangelism
12	Director of Human Resources
11	Controller
10	Director of Stewardship and Financial Development
9	Program Consultant, Youth Ministry Program Consultant, Children, Youth and Family Ministries
8	Vacant
7 Modified	Administrative Assistant to the Bishop Administrator of Payroll, Pensions and Benefits Administrative Assistant to the Dean
7	Administrative Assistant within the Episcopal Office Administrator of Accounts Payable and Receivable Diocesan Administrative Assistant Administrator of Insurance and Investments
6	Property Manager
5	Vacant
4	Vacant
3	Vacant
2	Receptionist
Part-time	Cleaning/Janitorial Night Security Property Worker

APPENDIX II
RECORD OF ABSENTEEISM

(See Section "O. Sick Leave" in the Manual of Personnel Policies - General Employment Information)

NAME: _____

(Please specify - e.g. Thursday, July 6, 2006)

1st Day Absent _____

2nd Day Absent _____

3rd Day Absent _____

(A medical certificate may be required after the third day of absenteeism)

4th Day Absent _____

5th Day Absent _____

6th Day Absent _____

7th Day Absent _____

(If more space is required, please use the other side of page.)

Reason for absence:

Please Check One:

Did you see a physician? Yes ____ No ____

Please return this form to the Administrator of Payroll, Pensions and Benefits

APPENDIX III

COMPUTER USE POLICY

1. Preamble

Computer and network assets are critical resources of the Diocese of Niagara. The purpose of this policy is to ensure the efficient operation and distribution of these resources. All use of the Diocese's computer and network resources is governed by this policy.

2. Definitions

2.1. Diocesan Computer Resources

All hardware, software, accessories, peripherals and data files are owned by or licensed to the Synod of the Diocese of Niagara.

2.2. Diocesan Network Resources

All elements of the Diocese of Niagara computer network including, but not limited to, file servers, application servers, communications servers, mail servers, fax servers, web servers, modems, and terminals.

3. Jurisdiction

By using the Diocese's computer or network resources, you agree to accept and abide by this policy.

4. Access

The Diocese makes its computer and network resources available to several classes of users: service and administrative activities; staff in support of their assigned duties and responsibilities; and other authorized users (including but not limited to independent contractors, consultants, and temporary workers in support of specific tasks.

The Diocese also regularly allows staff to use its computers and network for purposes not related to their assigned duties and functions. Examples include the storage and distribution of personal data files, recreational use of the World Wide Web from Diocesan computers and use of Diocesan e-mail accounts for personal communication. This license is granted on condition that these additional uses do not interfere with assigned duties and responsibilities, place an unreasonable burden on Diocesan resources and staff, or contravene Diocesan policy, or Provincial or Federal law. The Diocese reserves the right to restrict or rescind this additional license for cause at any time.

5. Responsibilities of Users

Users have a responsibility towards ensuring the secure and efficient operation of Diocesan computer and network resources. This responsibility includes refraining from prohibited activities (see below, section 8) and taking reasonable steps to prevent damage, security violations, or access by unauthorized users. This duty includes but is not restricted to the following:

5.1. Passwords

Users must take reasonable precautions to safeguard passwords for access to Diocesan computers and network resources. They must not publish or share their passwords with unauthorized users nor attempt to discover the password of other authorized users. Password holders may be held responsible for transactions made with passwords that have been improperly shared, published, or stored.

5.2. Malicious Software and Processes

Users must take reasonable steps to prevent the introduction or spread of viruses or other malicious software or processes on Diocesan computer or network resources. For most users, this currently involves, at a minimum, the installation of current anti-virus software on Diocesan-owned computers and privately owned computers connected to the Diocesan

network. Every user must ensure that their computer is regularly scanned by the most recent protective software provided by the diocese. The Diocese's System Administrator may require additional or alternative measures at any time. Users may not knowingly use Diocesan computers or network resources to design, introduce, or distribute computer viruses or other malicious software or processes. Music downloads require a significant use of resources and may provide an opportunity for viruses to enter our network. Users are requested to use alternatives such as bringing in their own music or listening to radio stations available over the web. (See also section 8, below).

5.3. Other Damage

Users must take reasonable steps to protect Diocesan computer and network resources from other damage. Among other things, this duty includes ensuring that resources are properly stored, transported, installed and maintained, and that accessories, peripherals, and software are compatible with the resource on which they are to be installed or connected.

6. **Prohibited activity**

6.1. Illegal and Criminal Activity

Users must not use Diocesan network or computer resources to attempt or facilitate the intentional or unintentional criminal or civil violation of Federal, Provincial, or other applicable laws or regulations. Violations include but are not limited to:

- Infringing copyrights, trademarks, trade secrets, patents, or other types of intellectual property.
- Distributing any material that threatens, advocates, promotes, or otherwise encourages violence or discrimination in contravention of provincial and Federal law, or that provides instruction, information, or assistance related to causing or carrying out such violence or discrimination.
- Not complying with software licenses.

6.2. Security and Integrity Violations

Users must not use Diocesan network or computer resources to facilitate or attempt to violate the security or integrity of the network or computer resources of the Diocese or other users.

Violations include but are not limited to:

- Circumventing the user authentication or security of any host, network, or account.
- Interfering with service to any user, host, or network.
- Falsifying addressing information, including modifying header information of any TCP/IP packet, e-mail, or newsgroup posting to conceal the sender or recipient's identity, or for any other illegitimate purpose. This provision is not intended to affect the legitimate use of aliases or anonymous re-mailers.
- Using computer resources to violate the computer use policies or service agreements of others.

6.3. Misuse of Computer Resources

Users must not deliberately perform acts that waste computer resources or unfairly monopolize Diocesan network or computer resources. Violations include but are not limited to using Diocese of Niagara network resources to:

- Send unsolicited or bulk messages with commercial advertising, charity requests, and petitions for signature, chain mail, financial scams, or political messages.
- Post a single message, or similar messages, to large numbers of newsgroups (also known as "USENET spam").
- Spam indirectly through the use of other service providers, or transmit e-mail or content through other service providers that creates Spam, in a way that indicates the Diocese of Niagara was involved in the transmission.
- Operate an unsecured e-mail relay.

- Attempt to evade Spam filters.
- Use automated devices to access computer resources which significantly degrade the availability of these computer resources for other users.

7. Investigation and Enforcement

The Diocese regularly monitors workstation and network use (including e-mail) for technical purposes including resource allocation and to ensure the proper operation of its network. The Diocese will investigate, as necessary, an individual users' use of Diocesan computer and network resources beyond this technical observation when such investigation is i) required by law, ii) necessary for the preservation of a safe environment for work, research, and learning, or iii) necessary for the proper operation and allocation of Diocesan computer and network resources. In such an event, the Diocese will endeavour to inform authorized users of its intention to investigate their computer or network use unless prohibited by law or in cases involving an immediate and emergent threat to health, safety, or the integrity of its systems. Depending on the nature of the offence, violation of these policies will be referred to the Controller for action. Sanctions may include restriction or denial of access to Diocese of Niagara computer and network resources. Misuse of Diocesan computer and network resources may also be subject to discipline under other Diocesan policies or Provincial or Federal law. Information about criminal activity involving Diocesan computer or network resources will be forwarded to the appropriate authorities for action.

8. Contact Information

Questions regarding your rights, duties, and obligations under this policy can be directed in the first instance to: The Diocesan Controller.

9. Helpful Tips to Prevent Theft

- **No place is safe:** Never assume your laptop will be safe just sitting around.
- **Use a non-descript carrying case** If you are travelling in airports and train stations, consider putting small locks on the zippers of your case (especially backpacks)
- **Beware of payphones...** Someone may discover your credit card information.
- **When travelling by air....** Anywhere where you might set your laptop bag down for a minute to attend to other things, thieves may lay in wait. A good rule of thumb is that if there is a sudden diversion in front of you, a laptop thief is probably behind you.
- **When travelling by car...** Always rent a car with a locking trunk (not a hatchback, minivan, or SUV) and never leave your laptop in a vehicle where a passing thief can see it through the window. If you do place your laptop in the trunk, use your cable lock to secure it to the trunk lid so that they still can't take it easily even if they manage to open the trunk. If possible, rent a car with an alarm system and no external stickers identifying it as a rental.
- **Make security a habit:** Use common sense when travelling and try to stay in physical contact with your laptop at all times.

**APPENDIX IV
CONFIDENTIALITY POLICY**

THE DIOCESE OF NIAGARA

CONFIDENTIALITY POLICY

This policy is currently being reviewed and re-written.

ACKNOWLEDGEMENT

I have read and understand the Manual of Personnel Policies for the Diocese of Niagara and acknowledge that I have received a copy for my use and reference in the course of my employment with the Diocese of Niagara. I acknowledge and agree to its terms as an employee of the Diocese of Niagara and agree that they apply to me.

Signature: _____

Date: _____

Print Name: _____

APPENDIX V

POLICY ON SEXUAL ASSAULT, HARASSMENT AND ABUSE

APPLICABLE TO NIAGARA DIOCESAN STAFF AND VOLUNTEERS

Endorsed by the October 2000 Synod of the Diocese of Niagara

- The Diocese of Niagara undertakes to ensure that all activities, work and pronouncements, with which it is engaged, uphold the values of love, truth and justice and are demonstrably free from violence, coercion, and discrimination.
- It is our policy that sexual assault, sexual harassment, or sexual abuse of any kind, whether to an adult, adolescent or child, male or female, by or to any staff person, contract employee or volunteer, will not be tolerated.
- We will actively try to prevent such occurrences and deal with any accusations promptly, seriously and systematically, in cooperation with proper authorities where appropriate.
- Particularly in relationships of trust where power and authority and confidentiality are dynamic, the greatest of care will be exercised to avoid taking advantage of trust, or abusing power and the responsibility of authority.

At all times an ethic of mutual respect, responsibility and caring, as well as modeling wholeness and healthy sexuality in relationships will be the goal. We will practice, advocate and educate to that end