KABIR CULTURAL CENTRE – ANTI-HARASSMENT POLICY

Kabir Cultural Centre ("the Centre") is committed to providing a safe, respectful, and inclusive environment for all employees, volunteers, artists, participants, and community members. Harassment of any kind is strictly prohibited. This policy reflects the Centre's bylaws, values, and obligations under Quebec law, including the *Loi sur les normes du travail* and its provisions on psychological harassment.

1. Purpose

This policy aims to:

- Prevent all forms of harassment
- Ensure a safe and respectful environment
- Provide a clear process for reporting and addressing concerns
- Comply with Quebec's legal requirements for harassment prevention

2. Scope

This policy applies to:

- Employees
- Volunteers
- Board members
- Artists and collaborators
- Program participants
- Community members interacting with the Centre

It covers all Centre activities, including in-person events, online interactions, and off-site programming.

3. Definitions

Harassment

Harassment includes any behaviour that is hostile, unwanted, repetitive, or harmful, and that affects a person's dignity or psychological integrity. This includes:

- **Psychological harassment** Conduct that is vexatious, repetitive, hostile, or unwanted, affecting dignity or creating a harmful work or participation environment.
- **Sexual harassment** Any unwanted sexual attention, comments, gestures, or behaviour.
- **Discriminatory harassment** Harassment based on protected characteristics such as race, gender, gender identity, sexual orientation, disability, age, religion, or ethnicity.
- **Abuse of authority** Misuse of a position of power to intimidate, threaten, or undermine another person.

Examples of prohibited behaviour

- Insults, threats, or degrading comments
- Unwanted sexual remarks or advances
- Spreading rumours or humiliating someone publicly
- Intimidation, shouting, or aggressive behaviour
- Excluding someone intentionally from activities
- Misusing authority to punish, coerce, or silence

4. Responsibilities

The Centre

The Centre is responsible for:

- Maintaining a harassment-free environment
- Providing training and information
- Responding promptly to complaints
- Ensuring confidentiality and fairness

Board of Directors

The Board ensures compliance with this policy and may designate investigators or external professionals when needed.

Staff, Volunteers, and Participants

All individuals are ~~strongly~~ encouraged to:

- Treat others with respect
- Avoid any form of harassment
- Report concerns in good faith

5. Reporting a Complaint

Anyone who experiences or witnesses harassment may report it through the process outlined in the Centre's *Complaints and Internal Grievance Policy* (for staff, volunteers, board members, and others directly working with or connected with the Centre) or the policy available online through

the Centre's website (intended for the public or those individuals indirectly connected with the Centre) : **www.centrekabir.com**

Complaints may be verbal, but must be submitted in written form as well, as per the Centre's complaints policies listed above. Assistance will be provided to anyone who needs help preparing a complaint.

6. Confidentiality

All complaints are handled confidentially. Information is shared only with those who need it to review or resolve the concern. The Centre will not disclose a complainant's identity without consent unless required by law or safety concerns.

7. Non-Retaliation

Retaliation against anyone who submits a complaint **in good faith** is strictly prohibited. Retaliation may result in disciplinary action.

8. Investigation Process (in brief)

Upon receiving a complaint:

1. The Centre acknowledges receipt.
2. A designated investigator or committee reviews the concern.
3. The investigator may meet with the complainant, respondent, and witnesses.
4. Findings and recommendations are documented.
5. The Board or senior leadership determines appropriate actions.

In complex or sensitive cases, the Centre may engage **third-party mediation** or an external investigator to ensure impartiality.

The specific details of the Centre's Investigative Process is outlined in the its *Complaints and Internal Grievance Policy* or online Complaints Policy, which is available to all staff, volunteers, Board members, etc, and for the public, the online version is available.

9. Corrective Actions

Depending on the severity of the situation, actions may include:

- Verbal warning
- Mediation or facilitated conversation
- Written warnings
- Removal from volunteer or program roles
- Suspension or termination of involvement
- Referral to external authorities when required

10. Prevention Measures

The Centre commits to:

- Providing information and training on harassment prevention
- Promoting respectful communication
- Ensuring clear reporting pathways
- Reviewing this policy periodically

11. Policy Review

This policy is reviewed every three years by the Board of Directors to ensure compliance with the prevailing law and alignment with the Centre's evolving needs.