

## Non-Discrimination

Policy No. 345

*The Catholic Archdiocese of Edmonton, its parishes and institutions strive to provide a work environment that respects human dignity in keeping with the teaching of the Roman Catholic Church.*

**Policy Statement:** The Archdiocese does not discriminate against any employee, applicant or volunteer, pursuant to the provisions of the Alberta Human Rights Act, except in circumstances where the *bona fide* occupational requirements of an employee or volunteer position require particular personal and professional aptitude.

**Definition:** A *bona fide* occupational requirement is defined as any requirement that is reasonably necessary for the performance of a job. For example, religion could be considered a *bona fide* occupational requirement when membership in a certain religion is reasonably necessary to the performance of a job.

**Intent of Policy:** To promote an inclusive and respectful workplace.

**Procedure:**

1.
  - a) Anyone who believes he or she was subjected to discrimination or harassment should first make it clear to the perpetrator and/or to the person in authority that such action has occurred and is unwanted.
  - b) If the behaviour persists, or corrective action has not taken place, a complaint must be filed with the person's immediate supervisor (where appropriate) and with the Chancellor.
  - c) If an investigation into an allegation or complaint against an employee or volunteer is substantiated, appropriate disciplinary action, up to and including dismissal will be taken.
  - d) Individuals who believe they have been subjected to discrimination or harassment are not prevented from seeking assistance and/or filing a complaint with the Alberta Human Rights Commission while their complaint is being investigated under this policy.

2. A complaint submitted to the Office of the Chancellor will follow the procedure:
  - a) Complaints are to be submitted in writing by the complainant and/or witness, indicating the nature of the complaint, relevant details, witnesses (if any), date & time of the incident, and remedy requested as may be applicable.
  - b) All complaints when received are to be acknowledged in writing.
  - c) The Chancellor, in consultation with the complainant's immediate supervisor (where appropriate), will determine if counseling and/or other forms of support is requested/required, including an absence from work while the complaint is being investigated.
  - d) The Chancellor, in consultation with the complainant's immediate supervisor, will also follow up with the employee who has been alleged to be in violation of this policy, and inform them of the formal complaint against them, including if any counseling and/or other forms of support is requested/required, including an absence from work while the complaint is being investigated.
  - e) The Chancellor will determine, in consultation with the employee's immediate supervisor and other archdiocesan personnel, the person or persons who will be responsible for investigating a complaint/allegation, including mediation for resolution of a complaint.
  - f) Where an investigation has been requested, a report is to be submitted to the Chancellor within a period not to exceed fourteen (14) calendar days from the date the complaint was filed. An extension of this time frame based upon valid reasons can be requested and must be approved by the Chancellor.
  - g) For the purpose of investigating a complaint or allegation, appropriate and accurate records and documentation must be retained in a secure and confidential manner. These records may be requested or accessed by other agencies (e.g. Human Rights Commission) or others as may be authorized by the Archdiocese.

***Also refer to Policy:***

No. 347 Progressive Discipline

No. 348 Sexual Harassment

No. 349 Termination of Employment (Culpable)