

Section 2: Policies

6: Operational Policies

2.6.6. Harassment

Adopted: July 10, 2015, as the PSF Policy re Management of Discrimination and Harassment.

Last review: March 5, 2026

Background:

This policy aims to ensure a safe, respectful, and inclusive environment for all individuals associated with the Perth Seniors Fellowship. Harassment of any kind will not be tolerated. This policy establishes procedures for addressing and preventing harassment within our organization.

Policy:

This policy applies to all employees, volunteers, board members, contractors, members and anyone else representing or participating in activities at McMartin House. It covers all work-related settings and activities, including meetings, events, communications (in-person, electronic, or written), and social media.

Defining Harassment

Harassment is any unwelcome conduct, whether verbal, physical, or visual, that creates an intimidating, hostile, or offensive environment for another person. Harassment can include, but is not limited to:

- Unwelcome comments, jokes, or slurs based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected characteristic.
 - Physical intimidation, unwanted touching, or assault.
 - Threats, bullying, or coercion.
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- Unwanted advances or requests for favors.
- Displaying offensive materials or images.
- Cyberbullying, including harassment via email, social media, or other digital platforms.

Reporting Harassment

Anyone who experiences or witnesses harassment should report the incident as soon as possible. Reports can be made to either:

- The Executive Director, or
- The Chair of the Board

Reports may be made verbally or in writing. The Perth Seniors Fellowship will take all reports seriously and handle them confidentially to the extent possible.

Upon receiving a report of harassment, the Perth Seniors Fellowship will promptly conduct a thorough and impartial investigation. All parties involved will be treated with respect and fairness. Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited.

Consequences

Individuals found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, volunteer engagement, or removal from the Board.

Members may have their membership revoked and, when warranted, be permanently banned from participation in any activities held at McMartin House.

Legal authorities may be notified, if warranted.