

This information is CONFIDENTIAL

Program Assignment: _____ Staff Supervisor: _____

Please note after downloading this application electronically, do not fill out any information in an open browser. Ideally working out of Adobe Reader or Acrobat. Save to your system first or all information will be lost. Thank you.

Personal Information:

[please print]

Date: _____

Name: _____
First Middle Initial Last

Pronoun: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Mail Discretion required? Yes No

Home Phone: _____ Discretion needed? Yes No

Work Phone: _____ Discretion needed? Yes No

Email: _____ Cell/Pager: _____

Emergency Contact: _____ Emergency #: _____

Employment / Education / Language:

Are you currently employed? Yes No

Current or previous work experience _____

Do you have a valid ON Driver's License? Yes No
 Do you have: Car Truck SUV / Van

Education: Secondary Post-secondary Degree/Diplomas

Area of study? _____

Languages: _____

 Understand Read Speak Write
 Understand Read Speak Write

American Sign Language for the Deaf? Yes No

Why and How:

Reasons for Volunteering:

- Community Involvement
- Other: _____
- Community Volunteer Program
- Work Experience
- Community Hours
- Practicum

How did you hear about us?

- Internet/Website
- Friend/Family
- Volunteer Centre
- Newspaper
- Other: _____
- Brochure
- Volunteer Fair

Areas of Interest:

Prevention Education & Support Services

- Health Fairs
- Community Outreach
- Complementary Therapies
- Community Events
- Online Outreach
- Writing and Resource Development
- Positive Prevention Program
- Needle Exchange Program

Administration

- General Office
- Fundraising
- Human Resources
- Marketing and Communications
- Board of Directors

Personal Skills: [Please check all skills that you would be interested in sharing with us]

- Board Experience
- Communications
- Business/Marketing
- Program Management
- Administration
- Health Promotion
- Human Resources
- Media
- Event Planning
- Training/Facilitation
- Internet Technology / Website
- Other _____
- Public Relations
- Accounting/ Finance
- Fundraising
- Knowledge Transfer
- Graphic Arts

Please list any additional skills/interests that you might like to contribute while volunteering at HIV/AIDS Resources & Community Health.

Availability and Commitment:

HIV/AIDS Resources & Community Health volunteers are asked to seriously consider a commitment of 2-3 hours per week for 1 year. Board positions are based on a 2 year term.

	M	T	W	T	F	
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Flexible
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Weekends
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Personal Experience:

(please print)

1. What past volunteer experience do you have?

2. Why do you want to volunteer with HIV/AIDS Resources & Community Health?

3. You may be required to have a criminal record search. Is this a concern to you? Yes No

If yes, please explain _____

4. While volunteering at ARCH you may work with people whose life experiences may include - poverty, mental health, addiction and street involvement. What qualities would help you work with people who have different life experiences than yourself?

Thank you for expressing an interest in serving your community by volunteering at HIV/AIDS Resources & Community Health.

References:

Please provide two references [preferably one work and one volunteer].

Work:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Volunteer:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Applicants Signature: _____

Date: _____



Confidentiality Agreement

Please read carefully, sign and return

All information given to volunteers by PHA's [Person Living with HIV/AIDS], their partners, family or friends, as well as other volunteers and paid staff is considered confidential.

HIV/AIDS Resources & Community Health [ARCH] recognizes the client's right of privacy in relation to the services that our organization provides. While a client does not have the property right to our records, they have the right to protection of all information contained therein.

All information relating to a client must be treated as confidential; this information may be written, verbal or another form. This confidentiality extends to everything volunteers learn in the exercise of their duties.

Conversations with people on the telephone must also be treated as confidential.

This Confidentiality Agreement is binding beyond your association with ARCH.

Aside from sharing essential information with those people involved, there are four legal limits to confidentiality or ways in which information may be released:

- Upon a court order or as required by law
- Suspicion or direct disclosure of child abuse
- Upon a written authorization of the client
- Harm to oneself or others

Any misuse of information shall be considered a breach of confidentiality and will be cause for disciplinary action to be taken by the Administrative and Volunteer Operations Coordinator.

I have read ARCH's "Policy on Confidentiality" as stated above. I understand and agree that in the performance of my duties with ARCH, I must hold information in confidence. Further, I understand that intentional or involuntary violation of this confidentiality may result in the termination of my association with ARCH.

Date: _____

Name: _____

Signature: _____

Witness Name: _____

Signature: _____

Privacy & Personal Information

Please read carefully, sign and return

1. HIV/AIDS Resources & Community Health [ARCH] will not collect, use or disclose your personal information unless you have provided your consent in accordance with ARCH policy, **The Ontario Privacy Protection Act** and the Canadian Freedom of Information and Protection of Privacy Act, or where required by law.
2. The ARCH Volunteer Application form requests information such as your name, address, contact information, work history and education, for the purposes of screening, placement, and on-going training and supervision. Your personal information is also used for the purposes of: debriefing and support; recognition; requests for additional volunteer roles; reference letters and verbal recommendations; program statistics and evaluation as per funding requirements; mailings of information related to ARCH activities and events.
3. Please know that you have the right not to answer a question or to not complete a section of the volunteer application as you so choose; however, please be aware that this may have an impact on our ability to effectively place you as a volunteer at ARCH.
4. In addition, you have the right at any time to withdraw consent to use your personal information for the purposes of noted above. You must notify the Coordinator of Volunteer Services at ARCH in order to activate this change. Please allow 14 business days to allow us to update our records accordingly.
5. At any time during your involvement with ARCH, you may submit to the ARCH Privacy Officer a request to review our procedures concerning Privacy and Confidentiality. A copy of the ARCH Privacy Policy is available upon request, or may be viewed at www.ARCH.guelph.org.

Please indicate your consent for the use of your personal information for the following purposes:

My name may be made available for volunteer recognition purposes and activities.

Yes No

You may contact me regarding additional volunteer opportunities, community events and announcements, training opportunities and conferences.

Yes No

Please add my name to your mailing list to receive the ARCH Newsletter

Yes No

Please add my name to your mailing list in order to receive information regarding fund development activities, initiatives and campaigns.

Yes No

I have duly read the above information and give my consent which is provided voluntarily, without coercion or undue influence. I am aware that I may revoke my consent at anytime for all or part of the information for the purposes noted above.

Name: _____

Signature: _____

Date: _____

1. Confidentiality

I will honour the confidentiality of Service Users, Clients, Volunteers, Staff, and Donors as indicated in my signed Confidentiality Agreement. I agree to consider information pertaining to medical conditions, family relations, phone numbers/addresses, sexual orientation, and other facts of a highly personal nature as confidential and therefore we understand that we are not to disclose this information to any person who is not authorized by ARCH to have access to such information without the specific written permission of the individual concerned.

2. Non Discrimination / Equity

The Agency will neither practice nor tolerate discrimination or harassment against any staff member, Volunteer, or service user on the grounds of race, creed, and colour, place of origin, ethnic origin, citizenship, political or religious affiliation, gender, gender identity, sexual orientation, age, marital status, family relationship, HIV status, economic status, identity or disability. I will treat staff and service users with dignity, care and respect. I will be sensitive to and educate myself about individual and group differences. I will honour all Clients' rights to self-determination and agree to support people in making their own personal choices.

3. Conflict of Interest

I commit to understanding and uphold the conflict of interest policy. I agree to discuss any potential conflict with my supervisors and commit to honesty in all matters related to my Volunteer relationship.

4. Relationships/Boundaries

The Agency encourages friendly relations between Volunteers and those they serve. However, it is important to remain aware of appropriate boundaries. As with paid staff, the Agency discourages relationships of a romantic or sexual nature between a supervisor and those they supervise or between Volunteers and those they serve. I agree to maintain respectful and professional relationship boundaries during the course of my Volunteer work and agree to speak with my supervisors should any relationship develop which makes it difficult to remain objective and fulfill my Volunteer obligations. If any such relationship exists at the time of application to be a Volunteer, I will declare it and discuss its ramifications with the Coordinator of Administrative and Volunteer Operations.

(Continued on the next page)

Date: _____

Name: _____

Signature: _____

Witness Name: _____

Signature: _____

5. Limits

We agree to maintain the limits we have set for ourselves with respect to the emotional and physical resources we are willing to provide. We understand that our own training and education may limit our ability to serve clients and we recognize the need to ask for assistance when needed. If we feel we are being asked to do something outside of our job description, or are having difficulty saying no to a staff member, volunteer, or client, we will ask for support and coaching from our supervisors and/or peers.

6. Accountability

I agree to participate in supervision according to the guidelines of the individual programs I am assigned. Supervision guarantees accountability for the performance of assigned responsibilities, provides an opportunity for feedback, guidance, assistance and support in my role as a Volunteer. Scheduled assignments are my responsibility and treated as a paid position. Notice is expected if I am not able to attend my shift.

7. Training

I understand that in accepting a Volunteer position, I am agreeing to undertake and complete the necessary training before Volunteer assignments are outlined to me.

8. Borrowing/Lending

I understand that the Agency strongly discourages the practice of providing Clients, fellow Volunteers and staff with money, gifts, cigarettes, etc. This will protect both me and the Agency from future awkward or problematic situations.

9. Safety

I ensure that all activities I undertake for the Agency will provide a safe environment for everyone at all times. I understand the need to provide a safe work environment. At any time that I am unclear about what constitutes acceptable safety limits, I will seek guidance from a staff member.

10. Alcohol and Drug Use

We understand that being under the influence of alcohol or drugs may interfere with our ability to deliver service. We therefore agree: not to perform our volunteer duties while under the influence of drugs or alcohol; not to provide a client with illegal substances or encourage their use; and, not to participate with a client in alcohol or substance use.

11. Scents

Many people living with HIV/AIDS and also those who suffer from environmental allergies are extremely sensitive to strong scents. In order to make ARCH as comfortable as possible for all people who are affected by this, staff and volunteers agree to moderate their use of colognes and perfumes while working in the office or performing duties on behalf of ARCH in the community.

12. Behaviour Policy

The Agency encourages respectful relations and civility between Clients, Volunteers and staff in all interactions. I will be respectful and considerate of other Clients, Employees and Volunteers. (see the Policy "Volunteer Rights and Responsibilities & Code of Conduct")

13. Non Compliance

I understand that failure to adhere to any and all parts of this code may result in suspension from my Volunteer duties and/or termination of my Volunteer relationship.

HIV/AIDS Resources & Community Health [ARCH] supports a work environment that respects and protects the rights of employees, clients, members, service users, and volunteers as guaranteed by the Occupational Health & Safety Act, the Canadian Charter of Rights and Freedoms, the Human Rights Code, the Criminal Code and other applicable legislation that protects the rights of all individuals.

ARCH recognizes that violence and aggression can be committed by any person including staff, clients, members, service users, volunteers or the public. Every individual is entitled to protection from abuse, violence and aggression, and, if subjected to abuse, violence or aggression in the workplace, each person has the right to immediate protection and support.

With respect to the prevention of violence in the workplace as set out in the Occupational Health & Safety Act, ARCH is committed to the following”

1. To proactively identify and prevent violence in the workplace.
2. To minimize the risk of violence by assessing work practices, through education and communication with workers and, by implementing workplace practices that will minimize and reduce the risk of a violent incident occurring
3. To maintain privacy and confidentiality of the individual(s) concerned wherever possible.
4. To review the “Preventing Workplace Violence” policy at least once each calendar year.
5. ARCH will not discriminate or retaliate against persons because they are or are perceived to be victims of workplace violence.
6. Workplace violence will not be tolerated, on ARCH premises, while conducting ARCH business, or at ARCH functions or social events, whether such violence is perpetrated by management, volunteers, board members, employees, contractors, clients, visitors or members of the general public.
7. Ensuring that all employees behave in a manner that is professional, courteous and respectful. Employees must not act in ways that would threaten, bully, harass, coerce, or intimidate another individual.

We are pleased to support a workplace where safety comes first. This statement of commitment is reflected in our policy “Preventing Workplace Violence” and can be accessed in the Personnel Policies manual.

[continued]

Date: _____

Name: _____

Signature: _____

Witness Name: _____

Signature: _____

POLICY OVERVIEW

It is the policy of the to provide a work environment that respects and protects the rights of employees, clients, members, service users, and volunteers as guaranteed by The Canadian Charter of Rights and Freedoms, The Ontario Human Rights Code, The Criminal Code of Canada and other legislations that protect the rights of all individuals. ARCH is committed to be proactive in preventing, recognizing and addressing violence and aggression in the workplace. ARCH recognizes that violence and aggression can be committed by employees, clients, members, service users, volunteers or the public. For purposes of this policy, the term “worker” refers to employees, volunteers and students who are working with ARCH.

The purpose of this policy is:

1. To recognize and define workplace violence as means of control and/or abuse of power.
2. To ensure the dignity, respect and safety of each individual through prevention of violence and aggression.
3. To provide a process for recognizing and reporting all abusive, violent and aggressive actions encountered in the workplace or any place ARCH provides services.
4. To provide a procedure for reporting abuse, violence and aggression to the appropriate external agencies and authorities as required.

ROLES AND RESPONSIBILITIES

Executive Director and/or Immediate Supervisor, Manager:

1. To ensure that every worker is aware of their rights and responsibilities under this policy.
2. To identify which positions/type of work require vulnerable sector screening or criminal background checks and, ensuring that those individuals are screened prior to their first day of work, in order to minimize the risk of violence.
3. To ensure appropriate training for all workers in the methods of prevention, recognition and addressing all types of abuse, violence and aggression, including but not limited to physical, verbal, mental and financial abuse.
4. For investigating all complaints.
5. To alert workers who may be impacted by potentially volatile or violent persons and other hazardous situations that could put them at risk for violence, abuse or aggression.

Employees, Volunteers and Students:

1. To report all incidents of abuse, violence and aggression to their immediate supervisor/manager or the Executive Director. Any time that there is the potential for abuse, violence or aggression or, if a situation or work activity appears unsafe, it is to be reported to the supervisor/manager or the Executive Director.
2. For ensuring that false or misleading allegations of violence, abuse or aggression are discouraged and not reported.
3. The employees who participate on the Joint Health & Safety Committee (or Representatives) are responsible for tracking and trending reported incidents along with making recommendations for prevention initiatives.

POLICY GUIDELINES

General:

1. ARCH workers shall at all times behave in a manner that is professional, courteous and respectful and must not act in ways that would threaten, coerce, harass or intimidate another individual.
2. In accordance with this policy, every worker is entitled to protection from abuse, violence and aggression, and, if subjected to abuse, violence or aggression in the workplace, each person has the right to immediate protection and support.

3. Every individual is allowed to make a complaint without fear of reprisal.
4. Every individual who is alleged to have committed an act of abuse, violence or aggression is presumed innocent until an investigation proves otherwise.

Duty to Warn:

1. ARCH workers must be warned about persons who are known to present a risk of violence (based on a past history of violence).
2. Persons working with individuals who are known to be potentially violent will be informed of this (in advance) through client profiles, orientation processed and formal meetings with management.
- 3.

Reporting & Investigating:

1. All allegations of violence, abuse or aggression shall be investigated immediately and documented by the Executive Director (or designate) within 48 hours of the report.
2. In cases where the Executive Director is the subject of such allegations, the individual(s) making the complaint should report the allegation/incident directly to a designated member of the Board of Directors. If a Board member is the subject of such allegations then the individual should report to the Executive Director.
3. All allegations of violence or aggression will be thoroughly investigated and documented in order to determine whether or not external authorities should be contacted.
4. Should an ARCH employee or volunteer witness an incident of abuse/violence/aggression while providing services, an incident report must be filed immediately with the Executive Director or designate.
5. ARCH employees and volunteers are to report all violence-related incidents or hazards to their supervisor or the Executive Director. This report can be made confidentially, at the person's request, with the exception of when there is a need to ensure the safety of others and prevention of recurrence.
6. Investigation of alleged violence, abuse or aggression shall be undertaken in a manner that is sensitive to the confidentiality of the person who has reported the allegation or a person who is alleged to have committed a violent or aggressive act. In the event of a violation of the Criminal Code, ARCH may also advise the complainant to notify the police or appropriate authorities.

Disciplinary Action:

1. The Executive Director or designate will suspend an employee or volunteer who is alleged to have committed violence or abuse, pending the outcome of an internal investigation. If a client is involved the Executive Director or designate will arrange for alternative service provision and/or assistance to the client to access community supports to deal with the alleged abuse.
2. Disclosure of any details of the situation to anyone not appropriately directly involved, either during or after the investigation, will result in disciplinary action up to and including termination.
3. An employee or volunteer who falsely alleges abuse/violence/aggression will be subject to disciplinary action up to and including termination of employment or volunteer position.
4. A client who falsely alleges abuse/violence/aggression will be subject to a review of their service agreement and appropriate action taken which may include a written warning up to and including termination of the service agreement.

Domestic Violence:

1. ARCH will endeavour to deal with disclosures by workers that they are victims of domestic violence with as much confidentiality as is possible. However, attempts to preserve confidentiality will not be allowed to

supercede ARCH's responsibility to warn employees of the risk of violence when, providing such warning is warranted.

2. Employees and Volunteers are required to report to the Executive Director, any concerns they have about domestic violence involving themselves or a co-worker, which has the potential to affect the workplace.
3. ARCH will take all reasonable steps necessary to keep employees and volunteers safe from domestic violence when they are on duty (when ARCH becomes aware that an employee or volunteer is at risk of domestic violence).

Education:

1. Workers are to receive education and training with respect to this policy and any related prevention protocols prior to commencement of regular duties, during their new hire orientation and/or when there is a change in jobs such as a transfer or promotion.
2. Each worker is required to understand the potential risks and prevention protocols that are associated with their respective positions.
3. Workers are to be notified immediately of any incidents or changes that could increase the risk for potential violence and, are to receive education and support that will reduce or remove the risk.

POLICY DEFINITIONS:

Violence is defined as any actual, attempted or threatened conduct of a person that causes or is likely to cause physical and/or psychological harm/ injury/illness or that gives a person reason to believe that they or another person is at risk of physical or psychological harm/ injury/illness, including, but not limited to, any actual or attempted assault (including sexual assault, physical attacks); threats; verbal, psychological or sexual abuse and harassment or acts of aggression. For the purpose of this policy; the terms aggressive behaviors, assault and violence can be used interchangeably.

Assault: any intent to inflict injury on another, coupled with an apparent ability to do so; any intentional display of force that causes the victim to fear immediate bodily harm.

Harassment: engaging in any vexatious comment or conduct, such as bullying that is known or ought reasonably to be known to be unwelcome, and causes the person to believe their health and safety are at risk.

Near Miss: an act of striking out, but missing the target.

Physical attack: an act of aggression resulting in a physical assault or abuse with or without the use of a weapon. Examples include hitting, shoving, pushing, punching, biting, spitting, groping, pinching, or kicking the victim, unwelcome displays of affections or inciting a dog to attack.

Psychological abuse: an act that provokes fear and diminishes an individual's dignity or self worth or that intentionally inflicts psychological trauma on another.

Sexual abuse: any unwelcome verbal or physical advance or sexually explicit statement, pinching, brushing against, touching, patting or leering that causes the person to believe their health and safety is at risk.

Sexual assault: the use of threat or violence to force an individual to touch, kiss, fondle or have sexual intercourse with another.

Threat: a communicated intent (verbal or written) to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to harm, for example, "I am going to make you pay for what you did to me." A conditional threat involves a condition, for example, "If you don't leave me alone you will regret it." Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to harm.

Verbal abuse: the use of vexatious comments that are known or that ought to be known, to be unwelcome, embarrassing, offensive, threatening or degrading to another person (including swearing, insults or condescending language) which causes the person to believe their health and safety is at risk.

Workplace: defined as any place where ARCH employees deliver services.

HIV/AIDS RESOURCES & COMMUNITY HEALTH HARASSMENT AND DISCRIMINATION

HIV/AIDS Resources & Community Health [ARCH] is committed to providing an environment where clients, staff, and volunteers enjoy mutual respect, compassion, and dignity. ARCH recognizes the right of all employees to work within an environment where harassment and discrimination are not tolerated. ARCH is committed to addressing all instances of harassment and discrimination.

All complaints of harassment or discrimination against an employee will be investigated and dealt with according to ARCH Human Resources Dispute Resolution policy and procedure.

Harassment & Discrimination

Harassment and discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, marital status, same-sex partnership status, family status or disability are illegal under the *Ontario Human Rights Code*. Examples of harassment and discrimination include, but are not limited to the following:

- Racial or ethnic slurs, slang or name calling, racist/homophobic jokes, threats and/or intimidation;
- Verbal abuse;
- Repeated teasing or annoyance;
- Imitating someone's accent;
- Written racial or ethnic slurs, slang or name-calling, racist/homophobic jokes, threats and/or intimidation;
- Touching another person without that person's consent;
- Discriminatory decisions with respect to evaluation, placement and promotion;
- Racial or ethnic stereotyping;
- Refusing to work with or train someone because of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, marital status, same-sex partnership status, family status or disability;
- Abuse of authority which undermines performance or threatens career (including discriminatory work allocation to less desirable shifts or jobs, lack of promotion or training opportunities);

[continued next page]

Date: _____

Name: _____

Signature: _____

Witness Name: _____

Signature: _____

- Exclusion, constantly isolating an individual or group of individuals by not including them in typical workplace activities;
- Display, publication or dissemination of materials or pictures that degrade, humiliate or bring ridicule to people because of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

Multiculturalism / Anti-Racism / Discrimination

ARCH recognizes that the ethno-cultural and racial diversity among residents of Wellington County has brought cultural, social, and economic enrichment to the community. It also recognizes that the members of diverse ethno-cultural and racial groups often encounter barriers to their full participation in society.

ARCH is committed to racial equality and the elimination of racism in the community. It strives to reflect the entire community in its structure (for staff and volunteers) and to promote equal access to its programs and services (for clients and residents). To this end, ARCH will strive to ensure that:

- Recruitment of volunteers, Board, and staff is reflective of the community served;
- Services are sensitive to the needs of culturally and racially diverse groups;
- Programs seek to eliminate systemic barriers to full participation and promote positive race relations and attitudinal change;
- Discriminatory or racist incidents or behaviour are not tolerated; and
- Communications present a positive and balanced portrayal of racial and cultural minorities.

ARCH is committed to providing a work environment that is free from harassment and discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability.

ARCH is committed to:

1. Achieving and maintaining a working environment that is free from racial harassment and discrimination and to notify all employees, clients, and volunteers that prejudice and discrimination will not be accepted in the workplace or programs.
2. Informing all employees, clients and volunteers that racial harassment and discrimination are against the law.
3. Making employees aware that racial harassment complaints will be taken seriously, including informing employees about the complaint and dispute resolution procedures.
4. Ensuring that hiring and promotion practices are reviewed, and if necessary revised, in order to eliminate overt or systemic barriers to employment and full participation in the workplace.
5. Affirming the agency's commitment to provide training to staff and volunteers to enable them to become aware of and sensitive to racism and multicultural issues.

6. Enhancing service provisions so that it is clearly inclusive of all ethno-cultural and racial groups.
7. Actively promoting the policy both internally and externally.

Sexual Harassment

Sexual harassment is illegal under the *Ontario Human Rights Code*. Sexual harassment does not have to be sexual in nature. It can mean that someone is bothering you simply because of your sex (male or female) or your gender identity (for example, you are transgendered or transsexual). Sexual harassment describes a number of types of behaviour, including:

- Unwelcome touching, or touching a person without their consent;
- Suggestive or other sexually aggressive remarks;
- Making stereotypes about a person based on their sex or gender identity;
- Leering (staring at a person's body);
- Compromising invitations;
- Physical assault;
- Reprisal or threat of reprisal by a supervisor for the rejection of such behaviour.

Sexual harassment happens most often to women, but it can also happen to men, between members of the same sex, or be targeted at someone based on gender identity. Usually sexual harassment is a pattern of behaviour that happens frequently over a period of time. However, a single incident can be serious enough to be considered harassment.

Duty to Report Harassment or Discrimination

All employees have a duty to report in writing all behaviour of an allegedly discriminatory or harassing nature. Reports must be made immediately, or as soon as possible, after the alleged incident or behaviour.

Harassment or Discrimination by a Client

If the employee did not directly observe the allegedly discriminatory or harassing behaviour, before reporting the incident in writing they shall briefly determine the circumstances, nature and seriousness of the behaviour.

The employee against whom the allegedly discriminatory or harassing behaviour was directed, the person who observed the behaviour, or who is aware of the behaviour, has an obligation to report the behaviour as follows:

- Orally to their supervisor as soon as possible after the incident;
- All incidents shall be recorded in writing in the client's Charting Notes before the end of the employee's shift;
- Serious incidents shall also be written up as Incident Reports before the end of the employee's shift. The existing Policy, Standards and Guidelines regarding Incident Reports should be followed.

A client who harasses or discriminates against an employee, volunteer, client may be refused services.

Harassment or Discrimination by an Employee

All clients, volunteers, and employees have a right to file a complaint against an employee who allegedly engages in harassing or discriminatory behaviour without fear of retaliation. Retaliation against an employee who reports alleged harassment or discrimination is illegal and will not be tolerated.

All employees have a duty to report in writing all behaviour of a discriminatory and harassing nature. Reports must be made immediately, or as soon as possible, after the incident.

If the employee did not directly observe the alleged discriminatory or harassing behaviour before reporting the incident in writing, they shall briefly determine the circumstances, nature and seriousness of the alleged behaviour.

The employee against whom the behaviour was directed, who observed the behaviour, or who is aware of the behaviour, has an obligation to report the behaviour, before the end of their shift or as soon thereafter as possible, as follows:

- To the direct supervisor of the employee who is alleged to have engaged in the harassing or discriminatory behaviour or,
- Where the person who is alleged to have engaged in the behaviour is the Executive Director, to the Chair of the Human Resources Committee of the Board of Directors.

All complaints of harassment or discrimination against an employee will be investigated and dealt with according to ARCH Dispute Resolution Policy and Procedure.

An employee who harasses or discriminates against a client, resident, employee or volunteer may face disciplinary action up to and including termination of employment.



HIV/AIDS RESOURCES & COMMUNITY HEALTH MEMBERSHIP APPLICATION

Vision: We dream of a time and place where everyone is free to live healthy, vital lives.

Mission: We provide exemplary multidisciplinary services, education and support in the area of HIV and AIDS through innovative health promotion strategies and community partnerships.

Benefits to You:

- You will stay updated on events, funding and changes at ARCH.
- You will receive our quarterly newsletter that will keep you informed about our services and new developments in HIV.
- You can play an active role in the HIV/ AIDS awareness movement.

As a Member You can:

- Attend and be an important voice at our Annual General Meeting;
- Help to shape the future of the HIV/AIDS Resources & Community Health by voting on bylaw changes and electing our Board of Directors.
- As well, we invite you attend our events such as our Annual BBQ and our Holiday Dinner. Come by and meet other members, staff, volunteers, clients and community partners.

Yes, I want to be a member of HIV/AIDS Resources & Community Health! I, [or the agency I represent], support the Mission, Vision and Values of ARCH.

This form must be completed and returned one month prior to our Annual General Meeting in order to be eligible to vote. The membership fee is \$25.

Name: _____ Agency: _____

Address: _____

City / Prov.: _____ Postal Code: _____

Telephone: _____ Email: _____

Date: _____

Payment: Cash Cheque Credit Card **or** Waive Fee

Please return completed application to:

HIV/AIDS RESOURCES & COMMUNITY HEALTH
Unit 115—89 Dawson Road, Guelph ON N1H 1B1
Charitable Status # 10668 9821 RR0001