

Responsibilities of Congregations/Ministries regarding Compliance to Bill 168 Legislation and United Church of Canada Policies

Each Congregation/Ministry, regardless of number of employees, is responsible for

- 1) ensuring that its employees and volunteers are aware of the violence and harassment legislation, and
- 2) ensuring that the workplace is a safe place for employees and volunteers.

The Congregation/Ministry must:

- Develop violence and harassment policies, have them approved by their governing body (e.g. Board, Council) send approved policies to Hamilton Conference, copy to their Presbytery office, with a copy of the minutes documenting approval of policies.
- Post approved violence and harassment policies for all workers and volunteers to see.
- Identify which individual or individuals will be responsible to complete necessary surveys and documentation with regard to the legislation.
- Ensure all employees are trained regarding their rights and responsibilities either by providing employees information to access the online Bill 168 Employee Training webinar OR provide them access to the material contained in the training webinar.
- Complete an Annual Policy Review & Update form and send to Hamilton Conference, and copy to their Presbytery office.
- Complete a survey identifying Safety & Security Risk Factors (Workplace Risk Assessment) specific to the Congregation/Ministry
- Complete a review of all job descriptions for risks of violence.
- Create and coordinate prevention plans.

Every Congregation/Ministry has access to the material required to fulfill these obligations including access to material required to initiate a complaint.

<http://hamconf.org/violence-and-harassment-in-the-workplace-bill-168/>