

DEPARTMENT OF MUSEUM VOLUNTEERS (DMV)
ABUSE, HARASSMENT & DISCRIMINATION POLICY

Preamble:

The Department of Museum Volunteers (DMV) values its members who as volunteers give their time, creativity and financial support to the ROM. The DMV is committed to providing a safe and healthy environment in which volunteers, visitors, staff, contractors and consultants are treated with respect, dignity, sensitivity and courtesy, without abuse, harassment, discrimination or denigration.

The DMV is also committed to the right of every volunteer to equal treatment without discrimination in respect to services, goods and facilities, and work assignment and to freedom from harassment or abuse in the workplace by any employee of the ROM or its agents, visitors, or other volunteer.

Policy:

To create such an environment, DMV members will:

- Refrain from discriminatory practices based on social status or an individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, record of offences, marital status, family status or disability, as set out in the Ontario Human Rights Code (the Code).
- Refrain from engaging in conduct or making written or verbal comment that may be offensive, unwelcome or unfairly reflect upon another person's reputation, thus creating a poisoned environment.
- Refrain from physical or verbal abuse or harassment.
- Make accommodation, wherever reasonably possible, for persons with disabilities.
- Bring any infraction to the attention of the appropriate Committee or Section Head, the DMV President or member of the Executive, for appropriate action.

Board Responsibilities:

In conjunction with the ROM, and in accordance with the ROM's policies on *Abuse, Harassment and Discrimination* and *Health & Safety in the Workplace*, its Management Practice on *Workplace Abuse, Harassment & Discrimination* and Occupational Health & Safety Procedure on *Workplace Violence*, the DMV Board will:

- Provide leadership by example and treat members, staff, visitors, contractors and consultants with respect, courtesy and dignity.
- Foster an environment that is free from abuse, harassment and discrimination.
- Deal immediately with any situation involving claims of abuse, harassment or discrimination.
- Advise the Human Resources & Organizational Development Department of any incident as it occurs.
- Consult with the member to whom the abuse, harassment or discrimination is directed as to how best to support them.
- Treat all complaints in a confidential manner.
- Provide to members access to information on appropriate workplace behaviour and volunteers' rights and responsibilities.
- Encourage members to attend information and/or training sessions on workplace abuse, harassment and discrimination provided by the ROM.

Related Policies & Practices:

DMV Governance Policy

DMV Values, Ethics & Conduct Policy

ROM Human Resources (Employee & Volunteers) Policy

ROM Workplace, Abuse, Harassment & Discrimination Policy

ROM Health & Safety in the Workplace Policy

ROM Workplace Abuse, Harassment & Discrimination Practice

ROM OHSP Workplace Violence Procedure