

Toronto Monthly Meeting
Of the Religious Society of Friends (Quakers)
Policy and Procedures, short version
regarding violence and harassment among adults
March 31, 2026

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Copies to:

- *Directors*
- *Contact People*
- *Personnel Committee*
- *All staff*
- *Toronto Monthly Meeting office (master copy on computer)*
- *Toronto Monthly Meeting website*
- *Resident Friends' office*
- *Library*

Policy on Harassment and Violence for TMM Workplaces and Gatherings

Because of our deep conviction that there is that of God in every person, Friends affirm the basic dignity of all humankind. We seek to be a community of trust and mutual concern which challenges all forms of violence and oppression, a community in which faith and principles find appropriate expression in action. All forms of harassment and abuse profoundly violate both the individual and that community of love and trust for which we yearn. When such abuse has occurred, Friends are called to assist in support and healing.

The following procedures are intended to:

- provide a safe environment for our employees, members, attenders, volunteers and participants while they are engaged in TMM's programs and activities
- guide us in carrying out our responsibilities to protect our employees, members, and attenders, from discrimination, harassment and violence from all sources
- protect staff and volunteers from false or wrongful allegations
- comply with legal obligations

Training

All Directors, employee supervisors, Contact Persons, and members of Personnel Committee shall receive a copy of these protocols and be trained in these procedures.

House Notice

Notices shall be posted in Friends House with a brief policy statement and information on whom to contact for assistance.

** "Contact People" are up to three Directors, Clerks, or other individuals appointed by the Directors. They are responsible for responding to incidents. Their names are posted on the bulletin boards.*

Incident procedures

If you have experienced or personally witnessed harassment, complete an Incident Report

- employees should give the report to their supervisor, (or that person’s supervisor if the immediate supervisor is the respondent) who will notify Personnel Committee and the Directors.

- all others should give the report to a *Contact Person**

(An Incident Report is attached. Fillable online reports are also available and will be sent to a *Contact Person**)

Outside of Incident Reports and legal requirements, confidentiality will be observed.

Long-term oversight will be coordinated by the “*Contact People**”, in concert with the Directors. This will include ensuring

- reports have been filled out and filed
- any complaint involving an employee is directed to the Clerk of Personnel Committee
- the Directors are informed of all complaints
- an investigation is initiated as appropriate
- an investigation and resolution procedure is put in place
- appropriate consequences or boundaries are in place to protect the person alleging harm, pending the outcome of the investigation
- a lawyer has been consulted if necessary

Responsibility for these procedures

It is the responsibility of the Directors to confirm that these procedures are properly used and maintained.

Annually, the Directors shall:

- determine if changes are needed to the procedures, and see that they are made and distributed
- confirm that the locked files are kept up to date with completed forms
- confirm that these procedures are being followed
- ensure that any incidents have been properly recorded and that long-term oversight is in place

Legal requirements

Toronto Monthly Meeting (TMM) is committed to creating a safe environment for our employees, members, attenders, volunteers and participants while they are engaged in TMM’s programs and activities based both on our Quaker principles and on compliance with relevant legislation.

Toronto Monthly Meeting

Friends' House
60 Lowther Ave

INCIDENT REPORT

Date: _____

Name of person reporting: _____

Contact information: phone/e-mail _____

Details of incident:

Who: _____

What: _____

When: _____

Where: _____

Action taken: _____

Witnesses, if applicable: _____

Reported to police?: _____ **If yes, Police report number:** _____

Signature: _____