

**Appendix:
Form A1**

**The Territory of the People
Anglican Church**

**POLICY REGARDING THE INVESTIGATION OF AND RESPONSE
TO ALLEGATIONS OF HARASSMENT, BULLYING OR DISCRIMINATION**

**Consent to Enter into an Informal, Facilitated Process
to Attempt to Resolve a Complaint of Harassment, Bullying or Discrimination.**

I,

—

(Name of Complainant) have brought a complaint of harassment, bullying or discrimination against

—

(Name of Respondent) under the Harassment, Bullying And Discrimination Policy of the Territory of the People (The Territory).

1. I have received a copy of the Harassment, Bullying And Discrimination Policy and I have read it and understand it.
2. I agree to enter into an informal, facilitated process to attempt to resolve this complaint.
3. The facilitation process appointed by the Bishop of the Territory of the People is a three member Investigation Team comprising:

—
(Names).

I agree to this Investigation Team.

4. If the facilitation arrives at a resolution to the complaint, the resolution will be in writing. The resolution will be signed by the respondent, the Chair of the Investigation Team, and myself, and will be referred to the Territory Bishop for approval and ratification. The Facilitation Resolution Agreement will be final and binding.
5. I understand that any statements or admissions made in the facilitated process are without prejudice and may not be disclosed in an investigation if the facilitated process fails.
6. I understand that if I have any questions about the operation of this Policy and my rights and responsibilities under it, I may speak with the Territory Bishop.
7. I understand that under the Policy I have the right to seek independent legal advice and to seek a remedy through the courts under the BC Human Rights Code.
8. I understand I will hold all information relating to this enquiry as confidential, and will not disclose any such information with other parties, except where it is required in the facilitation of this enquiry.

Signed: _____

Date: _____

Witness: _____

Date: _____

**The Territory of the People
Anglican Church**

**POLICY REGARDING THE INVESTIGATION OF AND RESPONSE TO
ALLEGATIONS OF HARASSMENT, BULLYING, OR DISCRIMINATION
(the “Harassment, Bullying and Discrimination Policy”)**

**Consent to Enter into an Informal, Facilitated Process
to Attempt to Resolve a Complaint of Harassment, Bullying or Discrimination.**

I,

(Name of Respondent) am the subject of a complaint of harassment, bullying or discrimination brought against me by

(Name of Complainant) under the Harassment, Bullying and Discrimination Policy of the Territory of the People (the Territory).

1. I have received a copy of the Harassment, Bullying and Discrimination Policy and I have read it and understand it.
2. I agree to enter into an informal, facilitated process to attempt to resolve this complaint.
3. The facilitation process appointed by the Bishop of the Territory of the People is a three member Investigation Team comprising:

(Names).

I agree to this Investigation Team.

4. If the facilitation arrives at a resolution to the complaint, the resolution will be in writing. The resolution will be signed by the complainant, the facilitator, and myself, and will be referred to the Territory Bishop for approval and ratification. The Facilitation Resolution Agreement will be final and binding.
5. I understand that any statements or admissions made in the facilitated process are without prejudice and may not be disclosed in an investigation if the facilitated process fails.
6. I understand that if I have any questions about the operation of this Policy and my rights and responsibilities under it, I may speak with the Territory Bishop.
7. I understand that under the Policy I have the right to seek independent legal advice and to seek a remedy through the courts under the BC Human Rights Code.
8. I understand I will hold all information relating to this enquiry as confidential, and will not disclose any such information with other parties, except where it is required in the facilitation of this enquiry.

Signed: _____

Date: _____

Witness: _____

Date: _____

**The Territory of the People
Anglican Church**

**POLICY REGARDING THE INVESTIGATION OF AND RESPONSE TO
ALLEGATIONS OF HARASSMENT, BULLYING OR DISCRIMINATION
(the “Harassment, Bullying and Discrimination Policy”)**

Consent to Enter into a Mediation of Complaint of Harassment, Bullying or Discrimination

I, _____
(Name of Complainant)

have brought a complaint of Harassment, Bullying or Discrimination against:

(Name of Respondent)

under the Harassment, Bullying and Discrimination Policy of the Territory of the People (the Territory).

1. I have received a copy of the Harassment, Bullying and Discrimination Policy and I have read it and understand it.
2. I agree to enter into a mediation to resolve this complaint.
3. The mediator appointed by the Territory of the People is _____
(Name).
I agree to this mediator.
[If mediator is unknown at this time, insert “unknown at this time” in place of (Name) and have complainant initial.]
4. If the mediation arrives at a resolution to the complaint, the resolution will be in writing. The Resolution Agreement will be signed by the respondent, the mediator and myself and will be referred to the Territory Bishop for approval and ratification. The Mediation Resolution Agreement will be final and binding.
5. I understand that any statements or admissions made in the mediation process are without prejudice and may not be disclosed in an investigation under this Policy.
6. I understand that if I have any questions about the operation of this Policy and my rights and responsibilities under it, I may speak with the Territory Bishop.
7. I understand that under the Policy I have the right to seek independent legal advice and to seek a remedy through the courts or under the B.C. Human Rights code.
8. I understand I will hold all information relating to this enquiry as confidential, and will not disclose any such information with other parties, except where it is required in the facilitation of this enquiry.

Signed: _____

Date: _____

Witness: _____

Date: _____

**The Territory of the People
Anglican Church**

**POLICY REGARDING THE INVESTIGATION OF AND RESPONSE TO
ALLEGATIONS OF HARASSMENT, BULLYING OR DISCRIMINATION
(the “Harassment, Bullying and Discrimination Policy”)**

Consent to Enter into a Mediation of Complaint of Harassment, Bullying or Discrimination

I, _____
(Name of Respondent)

have had a complaint of harassment, bullying or discrimination brought against me by

(Name of Complainant)

under the Harassment, Bullying and Discrimination Policy of the Territory of the People (the Territory).

1. I have received a copy of the Harassment, Bullying and Discrimination Policy and I have read it and understand it.
2. I agree to enter into a mediation to resolve this complaint.
3. The mediator appointed by the Territory of the People is

(Name).

I agree to this mediator.

[If mediator is unknown at this time, insert “unknown at this time” in place of (Name) and have respondent initial.]

4. If the mediation arrives at a resolution to the complaint, the resolution will be in writing. The Resolution Agreement will be signed by the complainant, the mediator and myself and will be referred to the Territory Bishop for approval and ratification. The Mediation Resolution Agreement will be final and binding.
5. I understand that any statements or admissions made in the mediation process are without prejudice and may not be disclosed in an investigation under this Policy.
6. I understand that if I have any questions about the operation of this Policy and my rights and responsibilities under it, I may speak with the Territory Bishop.
7. I understand that under the Policy I have the right to seek independent legal advice and to seek a remedy through the courts or under the B.C. Human Rights code.
8. I understand I will hold all information relating to this enquiry as confidential, and will not disclose any such information with other parties, except where it is required in the facilitation of this enquiry.

Signed: _____

Date: _____

Witness: _____

Date: _____

Form A5

**The Territory of the People
Anglican Church**

**POLICY REGARDING THE INVESTIGATION OF AND RESPONSE TO
ALLEGATIONS OF HARASSMENT, BULLYING OR DISCRIMINATION
(the “Harassment, Bullying and Discrimination Policy”)**

Consent to Begin an Investigation into a Complaint of Harassment, Bullying or Discrimination

I,

(Name of Complainant)

have brought a complaint of harassment, bullying or discrimination against

(Name of Respondent)

under the Harassment, Bullying and Discrimination Policy of the Territory of the People (the Territory).

1. I have received a copy of the Harassment, Bullying and Discrimination Policy and I have read it and understand it.
2. I understand that my complaint as well as any related documents I may provide to the Territory Bishop, or an investigator appointed by the Territory of the People under the Harassment, Bullying and Discrimination Policy, will be given to the respondent or any persons necessary for the administration of the policy.
3. I understand that if I have any questions about the operation of this Policy and my rights and responsibilities under it, I may speak with the Territory Bishop.
4. I understand that under the Policy I have the right to seek independent legal advice or to seek a remedy through the courts or under the B.C. Human Rights code.
5. I understand I will hold all information relating to this enquiry as confidential, and will not disclose any such information with other parties, except where it is required in the facilitation of this enquiry.

Signed: _____

Date: _____

Witness: _____

Date: _____

The Territory of the People
Anglican Church

POLICY REGARDING THE INVESTIGATION OF AND RESPONSE TO
ALLEGATIONS OF HARASSMENT, BULLYING OR DISCRIMINATION
(the “Harassment, Bullying and Discrimination Policy”)

Consent to the Release of Information

Concerning the Complaint of

against

commencing _____ (date Territory of the People notified of complaint).

1. Complainants, respondents, witnesses and those giving additional information are advised to read the Harassment, Bullying and Discrimination Policy of the Territory of the People so they are familiar with the procedures involved.
2. Every effort will be made by those who are responsible for the administration of the Policy to maintain the confidentiality of the process, subject to the exceptions noted below.
3. Complainants are advised that in the event of a formal complaint under the Policy, a copy of the written complaint, as well as related documents originating from the complainant, will be given to the respondent, or any persons necessary for the administration of the Policy.
4. Respondents are advised that a copy of the written response to the complaint, as well as related documents originating from the respondent, will be given to the complainant, or any persons necessary for the administration of the Policy.
5. Witnesses and those giving additional information are advised that any information they provide, either verbally or in writing, to a person appointed to conduct an investigation under the Policy, may be disclosed to the complainant and respondent as well as to persons necessary for the administration of the Policy.
6. If a respondent does not sign this Consent to the release of information, the investigation will proceed in the absence of information originating from the respondent. In such an event, the Investigation Team may make their report to the Bishop in the absence of such information which may otherwise be of assistance to the respondent.
7. In addition, anyone may be required by law to give evidence and document in the courts and other agencies involved in the administration of justice.
8. If you have any questions about the operation of this Policy and your rights and responsibilities under it, please speak with the Territory Bishop.
9. The Policy is not intended to preclude anyone from seeking legal counsel or seeking a remedy through the courts or under the BC Human Rights Code.

I acknowledge receipt of a copy of the Policy. I have read, understand, and agree with the Consent to the Release of Information as provided above. I agree to hold all information relating to this enquiry as confidential, and will not disclose any such information with other parties, except where it is required in the facilitation of this enquiry.

Signed: _____

Date: _____

Witness: _____

Date: _____

**The Territory of the People
Anglican Church**

**POLICY REGARDING THE INVESTIGATION OF AND RESPONSE TO
ALLEGATIONS OF HARASSMENT, BULLYING OR DISCRIMINATION
(the “Harassment, Bullying and Discrimination Policy”)**

Acknowledgement Form

Name: _____

Title: _____
(clergy/employee/volunteer)

_____ I hereby acknowledge receipt of a copy of the Territory of the People Policy Regarding the Investigation of and Response to Allegations of Harassment, Bullying Or Discrimination.

_____ I understand the content of the Territory of the People Policy Regarding the Investigation of and Response to Allegations of Harassment, Bullying Or Discrimination.

_____ I understand that to function as an ordained or lay person in ministry implies that the Church has entrusted me with responsibility to act for the well-being of others.

_____ I understand that my continued employment in the Territory of the People depends upon compliance with this Policy Regarding the Investigation of and Response to Allegations of Harassment, Bullying Or Discrimination.

_____ I understand I will hold all information relating to this enquiry as confidential, and will not disclose any such information with other parties, except where it is required in the facilitation of this enquiry.

If you cannot check off any of the above statements or if you have questions about this, please contact the Territory of the People Bishop prior to signing off on this document.

Signature

Please type or print name

Date

Instructions: All ordained and lay staff are expected to comply with the Territory of the People Harassment, Bullying and Discrimination Policy. This signed form will be placed in the named person’s personnel file or other suitable confidential file if there is no personnel file. It will remain in the file for an indefinite period of time. Access to clergy personnel files is restricted to the person named on the file, the Bishop, or his/her designate, the Finance Officer, the Legal Officer, and archivist.

Form A8

**POLICY REGARDING THE INVESTIGATION AND RESPONSE
TO ALLEGATIONS OF HARASSMENT, BULLYING OR DISCRIMINATION
(the “Harassment, Bullying and Discrimination” Policy)**

Acknowledgement Form for Outside Groups Using Anglican Church Facilities

Name: _____

Title: _____
(Individual(s), society, club, contractor or other)

_____ I/we hereby acknowledge receipt of a copy of the Territory of the People Policy Regarding the Investigation of and Response to Allegations of Harassment, Bullying or Discrimination.

_____ I/we understand the content of the Territory of the People Policy Regarding the Investigation of and Response to Allegations of Harassment, Bullying or Discrimination.

_____ I/we understand that in our use, occupation, benefit or service of the premises, buildings and grounds of _____ Church at _____, British Columbia

I/we must comply with this Policy Regarding the Investigation of and Response to Allegations of Harassment, Bullying or Discrimination, and that I/we are thereby entrusted with the responsibility to act for the well-being of others, to ensure the Church, its buildings and property are a safe place.

_____ I understand I will hold all information relating to this enquiry as confidential, and will not disclose any such information with other parties, except where it is required in the facilitation of this enquiry.

If you cannot check off any of the above statements or if you have questions about this, please contact the rector of this Church who will contact the Territory Bishop, prior to signing this document.

_____ Date

_____ Signature

Please type or print name

Office held (of club or organization)

Instructions: All persons or organizations or others using the Church, its building(s) and property are expected to comply with the Territory of the People Harassment, Bullying and Discrimination Policy. **This Form is signed in duplicate**, one copy to be kept by the Church, and one copy to be kept by the individual(s), club, organization, contractor, or other group, that is a party hereto