



## Zero-Tolerance Policy for Bullying and Harassment

The Victoria Heritage Foundation (VHF) is committed to fostering a respectful, safe, and inclusive environment for everyone involved in its programs, activities, and communications. VHF maintains a **zero-tolerance policy** for any form of bullying, harassment, discrimination, or intimidation.

### Scope

This policy applies to all individuals who interact with or represent the Victoria Heritage Foundation, including but not limited to:

- Grant applicants and recipients
- Contractors, consultants, and volunteers
- Board members and staff
- Partners and members of the public engaged in VHF activities

### Definitions

- **Harassment** includes any unwelcome verbal, written, or physical behaviour that demeans, humiliates, intimidates, or offends an individual or group.
- **Bullying** refers to repeated or deliberate behaviour intended to cause distress, fear, or harm, including verbal abuse, unreasonable criticism, personal attacks, or exclusion.
- **Discrimination** means unfair or unequal treatment based on personal characteristics such as age, gender, race, ethnicity, disability, religion, or any other protected ground under the **BC Human Rights Code**.

### Expectations

All individuals engaging with VHF are expected to:

- Treat others with courtesy, dignity, and respect at all times.
- Communicate professionally in all interactions, whether in person, in writing, or electronically.
- Recognize that, apart from the Executive Director, all VHF Board and committee members are volunteers who generously contribute their time and expertise to support heritage conservation in the community.
- Resolve disagreements constructively and without hostility.
- Follow VHF's guidelines, procedures, and ethical standards.

## Reporting Concerns

Anyone who experiences or witnesses behaviour that may violate this policy is encouraged to report it promptly to the VHF Executive Director or President. All reports will be treated seriously, reviewed in confidence, and addressed appropriately.

## Consequences

VHF reserves the right to take corrective action, which may include:

- Written warning or removal of an individual from a project or program
- Suspension or termination of grant eligibility
- Termination of contracts or volunteer involvement
- Referral to appropriate authorities, where applicable

## Acknowledgement

By submitting an application, accepting a grant, or participating in any VHF activity, individuals acknowledge that they have read, understood, and agree to comply with this **Zero-Tolerance Policy for Bullying and Harassment**.