

# Navy League of Canada - VID

## Harassment / Workplace Violence and Child Abuse Prevention

*Training for adult volunteers on how to interact with cadets and other volunteers safely, reducing the risk of abuse*

### Pre-Course Assignment

The Navy League of Canada  
January 2016 edition



# **Harassment / Workplace Violence and Child Abuse Prevention**

The Navy League of Canada is committed to providing a learning and working environment for all persons that is healthy, safe and free from harassment, discrimination, violence and child abuse.

## **Mandatory Training**

The Navy League of Canada requires all members of the Navy League of Canada to conduct themselves in a manner, which promotes and protects the best interests and well-being of cadets, staff and volunteers. Everyone within the organization has an individual responsibility to contribute to creating and maintaining a respectful workplace and must be dedicated to preventing harassment, discrimination and to facilitate a safe, secure and violence and child abuse free organization.

## **Who must complete this Training?**

Compliance to the NL 22 is mandatory to all members of the Navy League of Canada including but not limited to the following:

- National and Divisional/Branch employees;
- Navy League Registered Participants (Branch Members)
- National Board, Division and Branch Council members
- All Navy League volunteers including Navy League Officers

## **Course Outline**

The Navy League - NL22 Harassment / *Workplace Violence and Child Abuse Prevention training is completed in two stages.*

- 1) *Pre-course assignment*  
*Review of Navy League - NL22 Policy*  
*Review of the following pages.*
- 2) *Classroom Training.*

## **Certification**

All Navy League members who have completed the NL22 training will receive a certificate of completion that will be valid for a period of 3 years at which time refresher training must be completed.

# Child Abuse Prevention

The Navy League of Canada

IMPORTANT NEWS

## Child Abuse

### What is it?

The Navy League of Canada is committed to providing a learning and working environment for all members that is healthy, safe, productive and free from violence and abuse. Everyone has an individual responsibility to facilitate a safe, secure and abuse-free workplace.

### What does this mean?

**Child Abuse:** means any form of physical, emotional and/or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child.

This policy applies to all members of the Navy League of Canada including: National and Divisional/Branch employees; registered participants (Branch Members) including National Board, Division and Branch Council members and all categories of Associates; and volunteers including Navy League Officers. This policy also covers contractors, subcontractors, suppliers, and visitors to our organization.

### How do I know what is considered child abuse?

Examples of child abuse covered under the policy include:

**Emotional Abuse:** refers to the chronic/repetitive non-physical abuse over a significant period of time of a child's/youth's self-esteem.

**Physical Abuse:** occurs when a person in a position of power or trust injures or threatens to injure a child or youth and includes: hitting, slapping, punching, pushing, kicking, hair pulling, burning, shaking, asphyxia, biting and restraining. It also includes the excessive use of exercise as a form of punishment; forcing a child to exercise until he/she becomes sick or passes out from exhaustion. Physical abuse includes: hazing, abandonment, homicide and assault, assault with a weapon or causing bodily harm, and correction of a child by force.

**Neglect:** refers to the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.

**Sexual Abuse:** occurs when a young or less powerful person is used by an older or more powerful child, adolescent or adult for sexual gratification. There are two categories: non-contact and contact.

- i) **Non contact:** flashing or exposing sexual body parts to a child; watching intrusively as a child changes or showers; speaking/communicating seductively with a child; showing pornographic films, magazines or photographs to children; having young people participate in the creation of pornographic materials; forcing a young person to watch a sexual act performed by others; objectifying a child's sexual body parts; and
- ii) **Contact:** kissing or holding a child in a sexual manner; touching sexual body parts or forcing a child to touch another person's sexual body parts; oral sex; penetrating a child anally or vaginally with objects or fingers; having vaginal or anal intercourse with a child.



## Case Study #1



Just suppose for a moment . . .

“Stan” was awesome with cadets and possessed impeccable credentials. A federal official with a top secret clearance, in his “day job” he was entrusted with big responsibilities. People admired Stan. He was exactly the type of leader you’d want in your corps..

Name a cadet activity in his area, and you’d find Stan participating. He was ubiquitous, and it seemed everyone respected him for constantly going “above and beyond.” That’s one great thing about Navy League Volunteers – the people are incredibly generous and civic-minded.

Abuse was never suspected. Sure, sometimes Stan told R-rated jokes, but only to fellow officers and Branch members. Adults who were new to one activity that Stan frequented voiced mild concerns with Stan’s leadership methods, complaining that he’d keep some older cadets at his side like pets, but that was a minor problem that surely could be addressed over time.

Because Navy League activities cost money, some cadets were disadvantaged, so Stan offered to pay the cadet’s way, or lend him money and stand easy but it was always kept quiet to save the cadet from embarrassment.

Stan’s relationships with his cadet extended outside Cadets. Facebook and smart phones enabled Stan to keep in touch, sending his favored cadets dozens of texts each week, at all hours of the day or night. By talking with one cadet so frequently, it was easy to begin with official business, then move into topics only tangential to cadets, to topics purely personal in nature, and finally to the adults-only topics Stan really wanted to discuss.

When attending Navy League events sometimes out of town he would sometimes have his favorite cadet in tow. (At the time, Navy League Canada allowed one-on-one contact, so there was nothing technically wrong with Stan and a cadet driving alone together for several hours en route to an event, and besides, the cadet’s mom gave permission.)

For long distance trips, he’d rent a hotel room. Knowing that his cadet travel partner could not afford a room of his own, Stan would share. At night, to wind down, Stan and the cadet would watch TV, or just for harmless fun, Stan would turn to the pornographic channels. And after watching for a while, well, he’d go just a little further.

Then, during one Facebook chat, Stan reminded the cadet of the fun they had watching movies and asked if the cadet wanted to meet up again, go to a hotel, drink beer and have “some more fun” together



## Case Study #2



CI (NL) Arnold & Cadet Curry

Cadet Curry was a troubled young woman. Fortunately, cadet structure and positive role models were a good influence in her life.

CI Arnold, a volunteer with her corps wanted to help. A longtime NL volunteer, he had seen other troubled youth come through the program, and knew that adult leaders could make a real difference in kids' lives.

Aware that the Curry family could not drive their cadet to parade nights so CI Arnold routinely brought her to and from cadets each week. It was so important, he believed, for Cadet Curry to stay active as a cadet. Her cadet peers were pretty good kids. Many were college-bound. Every way you looked at it, cadets had much to offer to Cadet Curry.

One day, Cadet Curry was talking with CI Arnold when she let slip the fact that she often spent Saturday nights drinking with some older boys and having sex. Was this a plea for help? Evidence that this disadvantaged kid was at risk for big trouble in the near future?

During CI Arnold's and Cadet Curry's drive home together, CI Arnold suggested they stop for ice cream. They each got their sundae and sat down at a picnic table, in full view of several other restaurant patrons. As gently as he could, CI Arnold told Cadet Curry, "The drinking and the sex you mentioned . . . You're on the wrong path. You're hanging out with the wrong crowd. You'll be happier and more successful if you break ties with that group and instead focus on school and cadet activities. I think you've got a lot of friends in the other cadets."

Two weeks later, Cadet Curry tells her mom that CI Arnold had been pressuring her to discuss details of her sex life. She claimed that CI Arnold was a dirty old creep who wanted her to watch porn on his home computer so she would see how vile and disgusting pre-marital sex is. The next day, on the mother's complaint, the police arrest CI Arnold for contributing to the delinquency of a minor.

CI Arnold denies any wrongdoing. He's the good guy, the role model trying to steer this cadet toward a positive, safe path. "I never asked her details about her sexual history, I never suggested she come to my house, let alone watch porn with me," he tells the police.

"But you did spend a lot of time alone with her?" asks the police officer. "No," CI Arnold replies. "The family says you gave her rides to cadets, on your own, all the time." "Yes, just to be helpful."

"We've found several emails and text messages where you're asking her where she is, what she's doing, and if you can see her. Isn't that a little strange? Do most men your age exchange frequent texts with fifteen year old girls?"

"I was just trying to get her to stay active in cadets, and to show her that I care about her well-being. I've been married for forty years and have grandkids her age. Don't be sick."

"And you've been seen talking with her at the ice cream shop, alone." "Yes. But I didn't do anything wrong." "And yet she says you know about her boyfriends and you always want her to tell you about her sex life."



# Harassment Prevention

The Navy League of Canada

IMPORTANT NEWS

## Harassment

### What is it?

The Navy League of Canada is committed to providing a learning and working environment for all members that is healthy, safe, and free from harassment and discrimination. Everyone has an individual responsibility to create and maintain a respectful workplace.

### What does this mean?

**Harassment:** means comments or actions, made on either a one-time or continuous basis, that are unwelcome or should be known to cause offence or harm or engaging in a course of vexatious comment or conduct against another co-worker that is known or ought reasonably to be known to be unwelcome. This includes comments/behaviours that may be observed or overheard by a third party who takes offence. The definition includes harassment prohibited under the relevant Provincial Human Rights Code, as well as what is often called “psychological harassment” or “personal harassment”. Everyone has the right to be free from humiliating behaviour that is based on race, gender identity, ancestry, place of origin, color, ethnic origin, citizenship, creed, disability, gender, sexual orientation, age, record of offences, marital status, family status, or same-sex partnership status.

This policy applies to all members of the Navy League of Canada including: National and Divisional/Branch employees; registered participants (Branch Members) including National Board, Division and Branch Council members and all categories of Associates; and volunteers including Navy League Officers. This policy also covers contractors, subcontractors, suppliers, and visitors to our organization.

### How do I know what is considered harassment?

Examples of harassment covered under the policy include:

- i) **Discrimination:** to treat someone unequally or differently, whether deliberately or not, because of a personal characteristic or distinction. Unsolicited actions or behaviours that result in unfavorable or adverse or preferential treatment, based on any of the prohibited grounds as contemplated by the applicable provincial human rights legislation;
- ii) **Sexual Harassment:** unwanted sexual attention, physical contact, or offensive, derogatory, abusive or obscene comments, gestures, jokes and writing or images of a sexual nature;
- iii) **Racial Harassment:** any action including jokes expressing or promoting racial intolerance, prejudice, discord or hatred, racially offensive material and refusal to cooperate/work with person based on race, color, place of birth, citizenship, ancestry or ethnic background;
- iv) **Psychological Harassment:** bullying, intimidating, abusive, aggressive, obnoxious or other outrageous behavior including cruel jokes or hoaxes that create anxiety among co-workers;
- v) **Abuse of Authority:** occurs when a person improperly or unreasonably uses the power and authority inherent in his or her position to interfere with another’s performance, threaten or influence that individual’s career or job, or threaten the livelihood of the employee. It includes intimidation, blackmail, coercion and favoritism; and
- vi) **Electronic harassment:** harassment in any of the contexts stated above that is achieved by using electronics, including email, cell phones, facsimile, voice mail, computers including Navy League network computers and devices.



# Workplace Violence Prevention

The Navy League of Canada

IMPORTANT NEWS

## Workplace Violence

### What is it?

The Navy League of Canada is committed to providing a learning and working environment for all members that is healthy, safe, productive and free from violence. Everyone has an individual responsibility to facilitate a safe, secure and violence-free workplace.

### What does this mean?

**Workplace Violence:** Is the exercise of physical or verbal force by a person against a person, in the workplace, that causes or could cause physical injury to that person. It also includes an attempt to exercise physical force against a person in the workplace that could cause physical or mental injury to that person and a statement or behaviour that any person could reasonably interpret as a threat to exercise physical force against that person, in a workplace, that could cause physical injury to the person.

All members of the Navy League of Canada including: National and Divisional/Branch employees; registered participants (Branch Members) including National Board, Division and Branch Council members and all categories of Associates; and volunteers including Navy League are covered by this policy. This policy also covers contractors, subcontractors, suppliers, and visitors to our organization.

### How do I know what is considered violence in the workplace?

Examples of the types of workplace violence could include but are not limited to:

- i. Verbally threatening to attack someone;
- ii. Leaving threatening notes, sending threatening e-mails or making obscene or harassing phone calls;
- iii. Shaking a fist in someone's face;
- iv. Carrying or wielding a weapon at work;
- v. Hitting or trying to hit someone;
- vi. Throwing an object at someone;
- vii. Sexual violence against someone;
- viii. Kicking an object that someone is standing on such as a ladder; or
- ix. Trying to run someone down using a vehicle or equipment.

Other types of violence to be aware of are:

**i. Criminal Violence:** Criminal violence, such as sexual or physical assault, is defined by the Criminal Code. Anyone who witnesses this behavior must report any criminal behaviour to the Police.

**ii. Domestic Violence:** Members are encouraged to inform through the Navy League Chain of Command any potential risk of violence they may experience in their non-work life that may impact on their own safety or the safety of others with whom they interact within the Navy League.

