

# Community Futures Grant Application

For Projects Occurring: April 1, 2025 through March 31, 2026

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How did you hear about the Community Futures Grant program?\*

- Media (radio, newspaper)
- Social media (Facebook, Instagram etc.)
- Word of Mouth
- Other \_\_\_\_\_

What is the total grant funding that you are seeking with this application?\* \$ \_\_\_\_\_

## PROJECT INFORMATION

Tick the box (or boxes) that best describe your application.\*

- This application will support a youth initiative
- This application will support the growth and promotion of tourism
- This application will support the development of volunteers
- This event will support a social or cultural event.
- This event will support innovation and/or technology that will impact economic development in Sarnia and Lambton County
- This application will support skills development, education and training that will impact economic development in Sarnia and Lambton County

Tick the box that best describes you as the applicant:\*

- Charitable organization or Registered Charity
- Non-Profit Corporation
- Accredited Service Club
- Social Service Organization
- Recognized Educational institution
- Other (Please describe) \_\_\_\_\_

Organization Legal Name\* \_\_\_\_\_

Organization's Operating Name (if different from above\*) \_\_\_\_\_

- Not applicable

Incorporation number (for not-for-profits)\* \_\_\_\_\_

- Not applicable

Year of incorporation (for not-for-profits)\* \_\_\_\_\_

- Not applicable

Charitable registration number (for charities)\* \_\_\_\_\_

- Not applicable

Year of registration (for charities)\* \_\_\_\_\_

- Not applicable

9-digit Canada Revenue Agency (CRA) Business Number\* \_\_\_\_\_

- Not applicable

Address - Street Number (include post office box number if applicable)\*: \_\_\_\_\_

Address - Street Name\*: \_\_\_\_\_

Address - City / Town\*: \_\_\_\_\_

Address - Province\*: \_\_\_\_\_

Address - Postal Code\*: \_\_\_\_\_

Website\* \_\_\_\_\_

Not applicable

If your organization is active on social media, provide the social media platforms (e.g., Facebook, Instagram etc.) and the handles under which you operate. \_\_\_\_\_

Not applicable

### **MISSION & ACTIVITIES**

Provide your mission statement. If your organization does not have a formal mission statement, provide a statement that captures the organization's principle mandate or overarching goal. Maximum 200 word \*

Tell us about your typical activities, services or programs. Maximum 200 words.\*

How many people does your organization service annually?\* : \_\_\_\_\_

How many paid staff did your organization employ over the last 12 months (regardless of full-time or part-time status)?\* :  
\_\_\_\_\_

Lead Applicant Contact Person\*

Position / Title\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Telephone\*: \_\_\_\_\_

Secondary Applicant Contact Person\*

Position / Title\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Telephone\*: \_\_\_\_\_

If approved, the cheque should be made payable to\*: \_\_\_\_\_

- I have read and agree that this organization will comply with [Community Futures Lambton's Workplace Violence Policy](#).\*
- I have read and agree that this organization will comply with [Community Futures Lambton's Workplace Harassment Policy](#).\*
- I have read and agree that this organization will comply with [Community Futures Lambton's Accessibility for Ontarians with Disabilities Policy](#).\*

## FINANCIAL HEALTH & STABILITY

It is important to Community Futures Lambton that our Grant funding is utilized responsibly. As such, we are requesting that organizations provide financial statements – or other such alternative documents summarizing their financial operations – for the last two years. These documents will be kept confidential and will not be shared beyond the Grant Review Committee. If your organization does not have this information, please select 'Not Applicable' below.

Please include your financial information for your last two fiscal years.\*

- Not applicable

**PROJECT PLAN**

What is the Project Name for which you are applying for grant funding?\*: \_\_\_\_\_

Describe the Project (Maximum 300 words)\*

Is this the first year for this project?\* Yes \_\_\_ No \_\_\_

Will this project continue in subsequent years?\* Yes \_\_\_ No \_\_\_

Project Start Date\* \_\_\_\_\_

Project End Date\* \_\_\_\_\_

Using the chart below, list up to three (3) deliverables for this project.

*NOTE: A 'deliverable' is what you are going to do to successfully execute your project.*

Then for each deliverable, list the key tasks that need to be completed. Provide a maximum of 3 tasks for each deliverable.

Finally, provide the timeframe needed to complete each key task.

Project Deliverables	Key Tasks	Timing
1.	a) b) c)	- - -
2.	a) b) c)	- - -
3.	a) b) c)	- - -

*Below is a **SAMPLE** Project Plan*

<b>Project Deliverables</b>	<b>Key Tasks</b>	<b>Timing</b>
1. Pilot a new volunteer development program	a) Finalize program design b) Hire program facilitator c) Launch program	- August to September (6 weeks) - October to November - December to February
2. Evaluate Results	a) analyze participant data b) compile report outlining the learnings and pilot results	- February - March
3. Present Report to Board of Directors	a) share findings	- April Board of Directors Meeting

In order to complete this project, will you rely on the participation and/or support of other community partners or organizations?\* Yes \_\_\_ No \_\_\_

If yes, please list and explain. Maximum 100 words.\*

Will you require volunteer support to execute this project?\* Yes \_\_\_ No \_\_\_

If yes, what are the anticipated number of volunteers required to support this project?\*: \_\_\_\_\_

How will you secure this volunteer support? (Maximum 50 words)\*

Provide details on how you will market and promote your project?\*

Maximum 150 words

Provide detail on the ways in which the Community Futures Grant will be recognized.\* (i.e. social media, website, signage, radio, print materials, in-person events and the like). Maximum 150 words

Identify the risk factors associated with undertaking your project and how you intend to mitigate these risks. Maximum 150 words.\*

## **PROJECT BUDGET**

You can apply for \$500 and up to \$5,000 to cover your project costs.

Community Futures Grant funding will only cover Project costs that fall within the following categories:

- Personnel Costs – these are costs incurred to hire an individual(s) to support the successful execution of your project
- Project Costs
  - Purchased services
  - Workshops and/or Meetings (rental space and all associated costs)
  - Supplies and/or Materials
  - Non-fixed Equipment purchase or rental

Complete the Project Budget below. Add additional lines if/as required. Include ONLY the eligible project costs that you will use Community Futures grant monies to fund. Please use the SAMPLE Project Budget below as a reference.

<b>BUDGET CATEGORY</b> (Maximum 10 words)	<b>COST BREAKDOWN &amp; REQUESTED AMOUNT</b> (Maximum 25 words)
<b>Personnel Costs</b>	Item
	Item
	<b>Subtotal</b>
<b>Project Costs</b>	Item
	Item
	Item
	<b>Subtotal</b>
<b>TOTAL REQUESTED GRANT FUNDING</b>	<b>\$</b>

Below is a **SAMPLE** Project Budget

<b>BUDGET CATEGORY</b> (Maximum 10 words)	<b>COST BREAKDOWN and REQUESTED AMOUNT</b> (Maximum 25 words)
<b>Personnel Costs</b> <i>External Facilitator</i>	John Smith, ABC Facilitation \$100/hour x 8 hours = \$800. + HST
	<b>Subtotal - Personnel Costs: \$904</b>
<b>Project Costs</b> <i>Printing of Participant Workbooks</i>	\$10 per 50-page workbook x 50 volunteer participants \$500 + HST = \$565
<i>Rental of Workshop Space</i>	\$400/day + HST + 15% gratuities (\$400 + \$52 + \$60) = \$512
<i>Lunches for Participants</i>	50 Bento lunches x \$12/per person + HST + 15% gratuity (\$600 + \$78 + \$90) = \$768
	<b>Subtotal - Project Costs: \$1,845</b>
<b>TOTAL GRANT FUNDING REQUESTED</b>	<b>\$2,750</b>

What are your TOTAL Project costs (list all sources of funding including the Community Futures grant funding you have requested).\* \$\_\_\_\_\_

What portion of your total project costs does the Community Futures grant represent?\* \_\_\_\_%

### PROJECT RESULTS

What are the expected benefits of the project including immediate results as well as long-term change or impact(s)?  
Maximum 100 words.\*

What are the desired changes to the people, organization and / or community that you hope to achieve?\*

Maximum 100 words\*

What are the anticipated economic development impacts that this project hopes to realize?\*

Maximum 100 words\*

## **CERTIFICATION**

- I/we certify that the information contained in this application and the accompanying documents is true, accurate and complete.\*
- I/we understand the importance of avoiding any conflicts of interest (or the appearance thereof) when obtaining goods and services.\*
- I/we understand that should this application be approved, our organization will enter an agreement with Community Futures Lambton that is based on the information in this application.\*
- I/we understand that should this application be approved, a one-page final report on the project for which the funding was provided will be required and that this report must include all relevant receipts to support the use of grant funds.\*
- I/we understand that Community Futures Lambton may hold back a portion of the grant funding until such time as the final report on the project is received.\*
- I/we understand that should this application be approved, Community Futures Lambton will provide brand guidelines and expectations for their recognition as a funder of the project.\*
- Further to the above, I/we agree to utilize every opportunity to publicly recognize Community Futures Lambton for their grant funding contribution in accordance with the branding guidelines provided.\*
- I/we understand that should this application be approved, Community Futures Lambton will publicly announce and share details on my/our project.\*
- A representative with designated signing / decision-making authority has authorized this application.\*



Lead Applicant Name\* \_\_\_\_\_

Lead Applicant Position\* \_\_\_\_\_

Signature\* \_\_\_\_\_

Date\* \_\_\_\_\_

\*\*\*\*\*

**Please note:** Applications must be submitted between **March 1, 2025, and March 31, 2025**, to be eligible for review by the adjudication committee.

You can submit your completed application by:

◆ **Online:** Via the online application: [cflambton.com](http://cflambton.com)

✉ **Email:** [info@cflambton.com](mailto:info@cflambton.com)

📍 **In-Person Drop-Off:** CFL Office – 346 Christina Street N., Sarnia, ON N7T 5V7

# **Community Futures Lambton Policies**

## Workplace Violence

Policy Group: **Health & Safety**  
Approval Date: September 2023

Policy Number: #302  
Next Review Date: September 2024

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*\*[For the purposes of this policy, 'CFL' refers specifically to Community Futures Lambton]*

The CFL is committed to the prevention of workplace violence.

The CFL has zero-tolerance for violent behaviour in the workplace and will take every reasonable step to protect its workers and stakeholders (including Directors, volunteers, students, interns, contractors and the like) from violence in all its forms. To ensure this, every member of the team must be dedicated to, and held accountable for, raising concerns and/or reporting incidents of workplace violence.

The CFL is committed to educating staff and stakeholders as to what constitutes workplace violence such that they can recognize it and support the prevention of it. For clarity relative to this policy, Workplace Violence is defined as:

- *The exercise of physical force by a person against a worker in a workplace environment\* that causes or could cause physical injury to the worker.*
- *An attempt to exercise physical force against a worker in a workplace environment\* that could cause physical injury to the worker.*
- *A written or verbal statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker in the workplace environment such that the worker incurs a physical injury.*

*\* = "Workplace environment" includes the physical workplace as well as work conducted in an external workspace or in an on-line or virtual context.*

Within the above definition of violence, the following behaviours are among those identified: hitting, pushing, physical assault, sexual assault, stalking, criminal harassment, robbery, or threats of violence.

Workplace sexual violence is defined as:

- *Engaging in a course of vexatious comments or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comments or conduct is known or ought reasonably to be known as unwelcoming; or*
- *Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought to know that the solicitation or advance is unwelcome.*

The CFL will ensure that this policy along with a requisite training program is resourced, implemented, and maintained. Supervisor(s) are responsible for ensuring measures and procedures are followed by employees and other non-employees who conduct business with the CFL.

### REPORTING

All employees or other non-employees who conduct business with the CFL must work in compliance with this policy.



Employees and other stakeholders are required to report any incidents or threats where they are subjected to, witness, or have knowledge of workplace violence or have reason to believe that workplace violence may occur. At the employee's request, this report can be made confidentially.

No report of alleged workplace violence may be the basis of reprisal against the reporting employee.

The employer will comply with all requirements of the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act* in the investigation of such allegations.

All incidents of workplace violence should be reported to the CEO. On receipt of the complaint, the CEO will inform the Chair of the Board of Directors.

In the instance where the workplace violence complaint is regarding the CEO, the complaint should be reported to the Chair of the Board of Directors. The Chair will convene the Board to discuss.

In the instance where the workplace violence complaint is regarding the Chair or a member of the Board of Directors, the complaint should be reported to any member of the Board.

When workplace violence of any sort is reported, the CFL's legal Counsel will be contacted. Where the recommendation is to initiate an investigation, the CFL Board of Directors will rely on the feedback received from Counsel to guide and inform the character of the investigation.

The CEO (or the Board if they are investigating the incident) will warn all staff who might be affected about dangerous situations.

The CEO (or the Board Chair if the incident involves the CEO) will advise both the complainant and the respondent (as applicable depending upon whether on or both are employees of the organization) of the outcome of the investigation and of corrective action (if any).

If a violent incident of violence results in a critical injury to a worker, the CEO (or, as appropriate, the Board) will investigate the incident or injury (Section 9(31) OHSA) and provide a report to the Ministry of Labor.

## **RESPONSIBILITIES**

### The Employer

In the execution of this policy, the employer is responsible for:

- Complying with all *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act* requirements in the implementation of this policy
- Ensuring that there is a Workplace Violence policy in place that is reviewed annually.
- Ensuring that there is a reporting process in place with regard to allegations of Workplace Violence.
- Ensuring that management is aware of the policy and procedure for responding to allegations of Workplace Violence and is held accountable for responding as appropriate.
- Ensuring compliance by all who have a relationship with the organization including staff, clients, community stakeholders, building tenants and the like.
- Posting a copy of this policy in the workplace.
- Investigating all reports or threats of workplace violence in a prompt, objective, and sensitive way.
- Taking corrective appropriate action.
- Facilitating, if/as required, medical attention and/or support for those involved directly or indirectly.

Managers:

Managers are responsible for:

- Enforcing the policy and procedures and monitoring worker compliance.
- Investigating all instances of workplace violence using the organization's investigation procedure.
- Ensuring the Board of Directors is fully informed of all allegations of Workplace Violence
- Facilitating, if/as required, medical attention for employee(s) as required.
- Ensure the workplace violence policy is reviewed at least once a year.

Employees:

Employees are responsible for:

- Reviewing the Workplace Violence policy on an annual basis.
- As required, participating in education and training programs in order to respond suitably to any incident of workplace violence.
- Understanding and complying with the workplace violence policy and related procedures.
- Reporting all incidents of alleged workplace violence or threats of violence to the manager immediately. Completing the Workplace Violence Incident Report.
- Seeking support when confronted with workplace violence.

\*

## DOMESTIC VIOLENCE

The CFL recognizes that domestic/intimate partner violence may impact an employee or employees in the workplace and will take every precaution reasonable in the circumstances to protect employees if they become aware, or ought reasonably to be aware, of an employee in a domestic/intimate partner violence situation that may expose a worker to physical injury in the workplace.

The CFL is committed to meeting this responsibility in a manner that:

- Is sensitive to and supportive of the needs of employees who are in domestic/intimate partner violence situations;
- Provides employees in such situations with access to information regarding resources and supports to ensure their physical safety, emotional health and basic material and financial needs; and
- Is protective of the health and safety of all employees that may be placed at risk as a result of domestic/intimate partner situations impacting the workplace whilst respecting the privacy rights of the employee in that situation.

The CFL is committed to educating staff and stakeholders as to what constitutes domestic violence such that they can recognize it and support the prevention of it. For clarity relative to this policy, domestic/intimate partner violence is:

*... the intentional and systematic use of tactics to induce fear and establish and maintain power and control over the thoughts, beliefs and conduct of another in an intimate/familial relationship. The pattern of behaviour may include but is not limited to: physical violence, sexual, emotional/psychological abuse exhibited by verbal abuse, stalking, and using electronic means. Anyone can be a victim of domestic/intimate partner violence, regardless of gender, age, race, religion, sexual orientation, economic status, or education. The abuser may be a current or former spouse or partner, relative or friend. Other common terms for domestic/intimate partner violence include personal relationship violence or family violence.*

The reporting guidelines outlined in this policy regarding alleged instances of Workplace Violence should also be followed in instances of Domestic Violence.

## RESPONSIBILITIES

### The CFL will:

- Strive to create a workplace that:
  - is free from all forms of violence, including domestic/intimate partner violence
  - supports employees who are recognized to be, or who report being, victims of domestic/intimate partner violence
- Take reasonable preventative measures to protect the safety of employees who request assistance in the workplace because they are the victims of domestic/intimate partner violence
- Respect the confidentiality of the employee who reports domestic/intimate partner violence, informing other employees on a need-to-know basis only, and only to the extent necessary to protect safety and to comply with legislative requirements

### Managers/Supervisors will:

- Understand and uphold the principles of this policy
- Ensure this policy is explained to employees
- Be aware of observable signs or behaviours that may suggest domestic/intimate partner abuse
- Take every precaution reasonable in the circumstances for worker protection if they become aware, or ought reasonably to be aware, that domestic/intimate partner violence that would likely expose a worker to physical injury may occur in the workplace
- Provide informed and supportive responses to employees experiencing or witnessing domestic/intimate partner violence in the workplace. Make these employees aware of resources (internal and external to the CFL) that are available to assist victims of domestic/intimate partner violence
- Work with employees who report being the victims of domestic/intimate partner violence that may pose a threat in the workplace in developing a workplace safety plan to protect them and others in the workplace. This plan will be individualized to the circumstances reported but may include elements such as:
  - Resource and referral information
  - Call screening, new phone number, e-mail blocking, removal of employee contact information from public directories
  - Additional security and/or security measures at the workplace
  - Work schedule adjustment to enable domestic/intimate partner violence victim to obtain medical, counselling, or legal assistance
- Properly document any report of domestic/intimate partner violence
- Protect the confidentiality of employees who report domestic/intimate partner violence within the limits needed for safety, recognizing that information may need to be shared on a strictly need-to-know basis if an employee's safety at work is jeopardized
- Take all reasonable and practical measures to protect workers, acting in good faith, who report domestic/intimate partner violence in the workplace or act as witnesses, from reprisals (acts of retaliation, direct or indirect) or further violence
- Take appropriate corrective and/or disciplinary actions to address instances in which an employee uses workplace resources to perpetrate domestic/intimate partner violence

Employees who are witnesses to domestic/intimate partner violence in the workplace are required to:

- Take action to ensure their own immediate safety in the event of a domestic/intimate partner violence incident
- Report any such incident immediately to the supervisor or manager
- Report to their supervisor/manager any information that indicates the safety of any employee in the workplace is at risk as a result of domestic/intimate partner violence
- Apart from these situations, maintain confidentiality regarding a co-worker experiencing domestic/intimate partner violence

The CFL recognizes that employees experiencing domestic/intimate partner violence may be reluctant to disclose the problem to a supervisor or manager. The CFL encourages disclosure in order to protect the safety of the employee and others in the workplace. Disclosure also enables the CFL to support the employee and provide links to appropriate services. Although the CFL respects the employee's need for confidentiality, an employee is responsible for:

- Disclosing any situation that threatens the safety of the workplace
- Informing the supervisor/manager if they have applied for, or obtained, a restraining order that includes the workplace as a protected area.

\*

All instances of workplace violence will be documented with details including the nature of the complaint, the steps taken to investigate, the evidence gathered and from whom, the findings and determination if the action was deemed to be workplace violence or not.

The CFL will review all such reports in a timely manner and implement such changes to policy or procedures as may be appropriate to address the prevention of further incidents.

The CFL will also implement such additional training or education for staff and stakeholders to assist in the prevention of future incidents.

## Workplace Harassment

Policy Group: **Health & Safety**  
Approval Date: September 2023

Policy Number: #303  
Next Review Date: September 2024

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*\*[For the purposes of this policy, 'CFL' refers specifically to Community Futures Lambton]*

The CFL is committed to providing a work environment that is free of harassment of any kind and where all individuals are treated with respect, fairness, and sensitivity.

The CFL recognizes the potential for violence and harassment in the workplace. As such, every reasonable effort will be made to identify all potential sources of such risk to eliminate or minimize them. Harassment in any form will not be tolerated within the workplace or during work-related activities. The corporation is committed to allotting whatever time, attention, authority, and resources necessary to ensure a safe and healthy working environment for all employees and clients with whom we work.

The CFL will not tolerate, condone, or allow harassment, whether engaged in by employees or other non-employees with whom we conduct business. To ensure this, every member of the team must be dedicated to, and held accountable for, raising concerns and/or reporting incidents of workplace harassment.

### DEFINITIONS:

The CFL is committed to educating staff and stakeholders as to what constitutes workplace harassment such that they can recognize it and support the prevention of it. For the purposes of this policy, **Workplace Harassment** is defined as:

- *engaging in a course of vexatious comments or conduct against a worker in a workplace – a comment or conduct that is known or ought to be reasonably known to be unwelcome.*
- *Workplace harassment is not reasonable action taken by an employer or supervisor relating to the management and direction of workers. For clarity, it is not the offer of suggestions for improvement, disagreements or misunderstandings, discipline for conduct, rudeness (unless extreme or repeated) or work-related issues that may cause the employee stress.*
- *Some types of harassment that may occur include but are not limited to: sexual harassment, teasing, intimidating or offensive jokes or innuendoes, display or circulation of offensive pictures or materials, unwelcome, offensive, or intimidating phone calls, bullying, leering, unwelcome gifts or attention, offensive gestures, exclusion, sabotaging, behavior that demeans/ridicules/humiliates, refusing to work with others or the spreading of rumours.*

For the purposes of this policy, **Workplace Sexual Harassment** is defined as:

- *Engaging in a course of vexatious comments or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comments or conduct is known, or ought reasonably to be known, as unwelcoming; or*
- *Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows, or ought reasonably to know, that the solicitation or advance is unwelcome.*

### Other:

- *Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code.*



- *Protected grounds of discrimination include sex or gender, sexual orientation, marital and family status, race, colour, ethnic origin and ancestry, place of origin, religion or creed, age, disability, source of income and political belief.*

## **REPORTING**

All employees or other non-employees who conduct business with the CFL must work in compliance with this policy.

Employees and other stakeholders are required to report any incidents or threats where they are subjected to, witness, or have knowledge of workplace harassment or have reason to believe that workplace harassment may occur. At the employee's request, this report can be made confidentially.

No report of alleged workplace harassment may be the basis of reprisal against the reporting employee.

The employer will comply with all requirements of the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act* in the investigation of such allegations.

All incidents of workplace harassment should be reported to the CEO. On receipt of the complaint, the CEO will inform the Chair of the Board of Directors.

In the instance where the workplace harassment complaint is regarding the CEO, the complaint should be reported to the Chair of the Board of Directors. The Chair will convene the Board to discuss.

In the instance where the workplace harassment complaint is regarding the Chair or a member of the Board of Directors, the complaint should be reported to any member of the Board.

When workplace harassment of any sort is reported, the CFL's legal Counsel will be contacted. Where the recommendation is to initiate an investigation, the CFL Board of Directors will rely on the feedback received from Counsel to guide and inform the character of the investigation.

The CEO (or the Board Chair if the incident involves the CEO) will advise both the complainant and the respondent (as applicable depending upon whether on or both are employees of the organization) of the outcome of the investigation and of corrective action (if any).

## **RESPONSIBILITIES**

### The Employer

In the execution of this policy, the employer is responsible for:

- Complying with all *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act* requirements in the implementation of this policy
- Ensuring that there is a Workplace Harassment policy in place that is reviewed annually.
- Ensuring that there is a reporting process in place with regard to allegations of Workplace Harassment.
- Ensuring that management is aware of the policy and procedure for responding to allegations of Workplace Harassment and is held accountable for responding as appropriate.
- Ensuring compliance by all who have a relationship with the organization including staff, clients, community stakeholders, building tenants and the like.
- Posting a copy of this policy in the workplace.
- Investigating all reports or threats of violence/harassment in a prompt, objective, and sensitive way.

- Taking corrective appropriate action.
- Facilitating, if/as required, medical attention and/or support for those involved directly or indirectly.

Managers:

Managers are responsible for:

- Enforcing the policy and procedures and monitoring worker compliance.
- Investigating all workplace harassment using the organization's investigation procedure.
- Ensuring the Board of Directors is fully informed of all allegations of Workplace Harassment
- Facilitating, if/as required, medical attention for employee(s) as required.
- Ensure the workplace harassment prevention program is reviewed at least once a year.

Employees:

Employees are responsible for:

- Reviewing the Workplace Harassment policy on an annual basis.
- Participating in education and training programs in order to respond suitably to any incident of workplace harassment.
- Understanding and complying with the harassment policy and related procedures.
- Reporting all incidents of alleged harassment or threats of harassment to the manager immediately. Completing the Workplace Harassment Incident Report.
- Seeking support when confronted with harassment.

\*

All instances of workplace harassment will be documented with details including the nature of the complaint, the steps taken to investigate, the evidence gathered and from whom, the findings and determination if the action was deemed to be workplace harassment or not.

The CFL will review all such reports in a timely manner and implement such changes to policy or procedures as may be appropriate to address the prevention of further incidents.

The CFL will also implement such additional training or education for staff and stakeholders to assist in the prevention of future incidents.

## Accessibility for Ontarians with Disabilities

Policy Group: **Health & Safety**  
Approval Date: **September 2023**

Policy Number: **#311**  
Next Review Date: **September 2024**

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*\*[For the purposes of this policy, 'CFL' refers specifically to the Community Futures Lambton]*

The CFL is committed to the provision of accessibility standards for customer service in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and in keeping with *Accessibility Standards for Customer Service, Ontario Regulation 429/07*.

Communications with and services offered to employees and stakeholders with disabilities will be offered in a manner that takes their disability into account and which is in keeping with the principles of dignity, equity/equality of outcome, independence, and integration.

### **Assistive Devices**

Persons with disabilities may use their personal assistive devices when accessing our services or facilities. In cases where the use of an assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our services or facilities.

### **Communication**

CFL is committed to communicating with people with disabilities in ways that consider their disability.

### **Service Animals**

We welcome service animals on our premises and allow clients with to keep their service animals with them onsite wherever they need to go, except in places where the law excludes service animals.

Formerly: We will welcome people with disabilities and their service animals. Service animals will be allowed on our premises.

### **Support Persons**

Clients of the CFL are welcome to be accompanied by a support person. Clients are welcome to keep their support person with them wherever they need to go. Where tickets or paid spots are required, the support person will be provided a seat to accompany a client at no additional cost.

Formerly: A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

In the unlikely event that a member of the CFL cannot meet the person with a disability at a location in which a support person is not required, the CFL may require a person with a disability to be accompanied by a support person for either the health or safety of the person with a disability, or others on the premises.

Added:

Before requiring accompaniment by a support person, the CFL will:

- Consult with the person with a disability to understand their needs;
- Consider health and safety concerns based on available evidence;
- Determine if there is no other reasonable way to protect the health or safety of the person or others on the premises.



### **Training**

CFL will provide AODA training to all employees. Staff members will be trained on accessible customer service as soon as is practicable after hire.

Training will be offered in an on-line format through <https://www.aoda.ca/free-online-training/> and will include:

- purpose of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the customer service standard
- CFL's policy as it relates to the customer service standard
- how to interact and communicate with people with various types of disabilities
- how to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- what to do if a person with a disability is having difficulty in accessing the CFL's services or facilities.

Staff will also be trained when changes are made to our accessible customer service policies.

### **Emergency Response**

If/as appropriate, the CFL will have an individualized emergency response plan for those with disabilities.

### **Documents**

Documents related to accessible customer service are available upon request in an accessible format or with communication support on request and at no cost.

### **Feedback**

The CFL welcomes and will respond to feedback received regarding the way we provide services to people with disabilities. Such feedback can be provided in person, by telephone, in writing or by email. Feedback will be actioned if and as required.

**On-line Training link:** <https://www.aoda.ca/free-online-training/>