Ontario Council for International Cooperation
Working with Vulnerable Populations Policy & Procedures

The Ontario Council for International Cooperation (OCIC) Working with Vulnerable Populations Policy provides behavioural and procedural guidelines for staff, Board members and volunteers in the course of their work with vulnerable populations including children and youth. Ensuring adherence to the guidelines and spirit of this policy is the responsibility of OCIC staff and volunteers engaged in projects working with such communities.

Non Discrimination / Anti-Oppression:

OCIC is committed to creating a safe and inclusive learning environment and upholds non-discriminatory principles in all of its work. No one should be the victim or perpetrator of discrimination based on factors such as race, class, gender, ethnicity, sexual orientation, ability, origin, religion, age, legal status, etc.

While working with vulnerable populations, ensuring that spaces free of discrimination can be fostered will be supported by providing access to and space for reflection on discrimination and oppression awareness.

Harassment:

OCIC is committed to providing a safe and respectful environment for all staff, volunteers and public participating in the Council's activities. No one will be asked to tolerate any harassment at any time or for any reason. Likewise, no one has the right to harass anyone else in any situation related to OCIC's activities.

The Canadian Human Rights Act and the Canada Labour Code protect us from harassment and the Criminal Code protects us from physical and sexual assault.

OCIC will treat all complaints of harassment seriously, whether they are made informally or formally. We undertake to act on all complaints to ensure that they are resolved quickly, confidentially and fairly. We will take appropriate measures to support those who have been victims of harassment and take appropriate measures to discipline anyone who has harassed a person or group of people during the course of involvement in OCIC activities.

Privacy and Confidentiality

Private information shared by participants in OCIC activities or paperwork will be kept confidential by OCIC unless otherwise expressed. OCIC will support a safe environment free of discrimination and oppression and encourage all participants in OCIC activities to respect the privacy and confidentiality of sensitive information shared in confidence, particularly around issues such as legal status, sexual orientation, etc.

Driving

OCIC staff and volunteers will not support and therefore will not be liable for driving other volunteers or the public to or during any of its activities. All people involved in OCIC's activities will be responsible for their own transportation through public transit.

Medical Emergencies:

OCIC will take all preventative measures to avoid any medical emergencies. This will include ensuring that allergies, chronic issues and other health conditions or ongoing treatments of staff and the general public participating in the Council's activities are understood by key staff and volunteers and accommodated for.

Staff and volunteers responsible for activities with vulnerable populations will ensure a First Aid medical kit is available to deal with basic, non-life threatening illnesses and injuries that may arise.

Should a serious medical emergency arise at OCIC or any of its activities, staff and volunteers will take steps necessary to ensure the safety and well being of the person(s) at risk. OCIC will treat situations on a case by case basis, consulting with provincial emergency medical and health services as required.

Guidelines for Facilitators:

OCIC supports the sharing of ideas and working together to build common understanding. Pedagogical approaches to learning will follow popular education models of participation and horizontality in the exchange of ideas.

Facilitators and mentors volunteering for OCIC will offer tools to encourage reflection and exploration of local and global issues, and should refrain from endorsing personal opinions or choices.