



# Board Oversight of Harassment (BOH)

## Application for Admission

### COURSE OVERVIEW

The ICD’s Board Oversight of Harassment program will provide Boards of Directors with detailed information and practical knowledge on how to help prevent and respond effectively when harassment and related workplace misconduct claims take place within an organization. This one-day course will help participants examine important concepts such as the roles and obligations of the Board, the importance of character and leadership, the function of director and officer liability insurance and practical knowledge surrounding the internal investigation process.

- How harassment has changed within contemporary society and what this means for Boards of Directors
- Identify the legal responsibilities of the Board and their role in preventing harassment
- How to develop and apply a robust anti-harassment policy and to ensure an effective complaints process
- Know the importance of developing and sustaining a culture of integrity, leadership and accountability
- Identify ways for Boards to assess and monitor workplace culture
- How Directors and Officers Liability Insurance can protect the Board when incidents of harassment and misconduct occur
- When an internal investigation is required and the process and steps involved

### WHO WOULD BENEFIT? WHO SHOULD ATTEND?

The Board Oversight of Harassment program is intended for:

- Directors of private for-profit and publicly-listed companies
- Directors of medium and large not-for-profit organizations, Crown corporations, and public ABCCs
- Graduates of the ICD-Rotman Directors Education Program

\* Please note that this is not an open-enrollment course, and ICD reserves the right to limit admission to applicants with an appropriate level of experience. Space is limited and there is no guarantee of admission into the program.

### NOTICE OF ADMISSION

Applicants will be updated on the status of their application by email within 2 business weeks of receipt of an application.

### MEMBERSHIP IN THE ICD

The Institute of Corporate Directors is committed to providing its members with a wide range of tools, resources and services that support them in being effective directors and creating high-performing boards. If you are currently a non-member of the ICD, included in your BOH application fee is a one-year ICD membership.

### COURSE FEE

For ICD.Ds with membership in good standing: \$950 Plus Applicable Taxes (see below chart)

For current ICD members: \$1,050 Plus Applicable Taxes (see below chart)

For non-members: \$1,395 Plus Applicable Taxes (see below chart)

**APPLICABLE TAXES:** (Taxes are based on program location, not the applicant’s address)

Location	AB	BC	MB	NL	NS	ON	QC	SK
Applicable Tax Rate	5%	5%	5%	15%	15%	13%	14.975%	5%



# Board Oversight of Harassment Application Form

City BOH Course Location (City) Course Start Date

Should class space not be available for the course to which you have applied – would you like your application forwarded to the next available class?

Yes  No If Yes, please note the preferred city \_\_\_\_\_

## APPLICANT

Mr.  Ms.  Mrs.  Dr.

Last Name First Name Middle Initial

Preferred Name

## BUSINESS CONTACT DETAILS

Street Address Suite Number

City Province/State Postal/Zip Code

Telephone Ext. Fax Participant E-mail

Assistant's E-mail Company Web site

## HOME CONTACT DETAILS

Street Address Suite Number

City Province/State Postal/Zip Code

Telephone Fax

Cellular

Preferred mailing address:  Business  Home



**ICD MEMBERSHIP STATUS**

ICD Member?  Yes  No

Member Since: \_\_\_\_\_

ICD Chapter: \_\_\_\_\_

Member ID: \_\_\_\_\_

\*If you require assistance with your membership information, please contact the ICD at membership@icd.ca or 1.877.593.7741 x289.

**CURRENT EMPLOYMENT**

Current Title/Position \_\_\_\_\_

Company/Organization \_\_\_\_\_

Type of Company:  Public For Profit  Private For Profit  Commercial Crown  Not-For-Profit (including NFP Crowns)

Company Size (by annual gross revenue):  Under \$500 million  Over \$500 million  Over \$1 billion

Industry Sector (select one from the choices below):

- Academia & Education
- Advertising & Marketing
- Accounting & Financial Services
- Agriculture & Food Production
- Aviation & Aerospace
- Banking, Finance & Investments
- Broadcasting & Telecommunications
- Building & Construction
- Consumer Products & Manufacturing
- Energy & Power
- Entertainment & Media
- Environment
- Government
- Human Resources
- Information Technology
- Industrial
- Insurance
- Medical & Healthcare
- Mining
- Natural Resources
- Pharmaceuticals
- Professional Services
- Retail & Consumer Products
- Security & Defense
- Tourism & Hospitality
- Transportation
- Other, please specify

**PREVIOUS EMPLOYMENT EXPERIENCE**

1. \_\_\_\_\_  
Title/position Company/Organization Years Held i.e. 2001-2009

2. \_\_\_\_\_  
Title/position Company/Organization Years Held i.e. 2001-2009

3. \_\_\_\_\_  
Title/position Company/Organization Years Held i.e. 2001-2009

4. \_\_\_\_\_  
Title/position Company/Organization Years Held i.e. 2001-2009

5. \_\_\_\_\_  
Title/position Company/Organization Years Held i.e. 2001-2009

**EDUCATION (where you earned your highest degree)**

Name of institution Degree Earned Year of Graduation

**PLEASE LIST BOARD EXPERIENCE**

ORGANIZATION	TYPE OF COMPANY i.e.: Public For Profit, Private For Profit, Commercial Crown, Not-For-Profit (including NFP Crowns)	SIZE OF ORGANIZATION REVENUE i.e.: Under \$500 million, Over \$500 million, Over \$1 billion	INDUSTRY SECTOR Refer to industry sector selection on page 3 under Current Employment.	BOARD POSITION i.e.: Chair, Vice-Chair, Audit Committee Chair, Governance Committee Member	YEARS SERVED i.e.: 2001-2005

### METHOD OF PAYMENT

- Enclosed, please find my cheque payable to the **Institute of Corporate Directors**
- I would like to make payment by:  Visa  MasterCard
- For ICD.Ds with membership in good standing: \$950 Plus Applicable Taxes (see chart on page 1)
- For current ICD members: \$1,050 Plus Applicable Taxes (see chart on page 1)
- For non-members: \$1,395 Plus Applicable Taxes (see chart on page 1)

Card # \_\_\_\_\_ Expiry Date (mm/yy) \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Authorized cardholder signature (if different from applicant) \_\_\_\_\_

Date \_\_\_\_\_

Course fees are due at the time of application. In the event that the applicant is not admitted into the course, a refund will be issued.

### CANCELLATION POLICY

Refunds will be given for cancellations received in writing to the ICD no later than 14 days before the start date of the course, and will be subject to an administrative fee of \$250 (plus applicable taxes). No refunds or credits will be provided for cancellations received less than 14 days before the start date of the course. Non-attendance will incur the full course fee. Should the ICD need to cancel or postpone a course offering, applicants will be issued a full refund. Complimentary membership will be revoked in case of a refund.

### COLLECTION OF PERSONAL INFORMATION AND PROTECTION OF PRIVACY

For more details visit [www.icd.ca/privacy](http://www.icd.ca/privacy).

### DECLARATION

I hereby certify that all statements on the application and in any material filed in support hereof are true, correct and complete and all material information has been disclosed. I understand that if the Institute of Corporate Directors (ICD) finds to the contrary, my association with, admission to, or registration in the course may be rescinded and cancelled after notice in writing to me. Once registered in the BOH course, I understand that I am fully responsible for all fee payments. I pledge to conduct myself in a manner of integrity, honesty and respect for individuals in the ICD community. If I am found to act in a manner contrary to the aforementioned values, I understand that I may be required to withdraw from the course.

### SIGNATURE

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

### PLEASE SEND YOUR COMPLETED APPLICATION FORM TO:

Institute of Corporate Directors  
 Attn: BOH registration administrator  
 2701–250 Yonge Street, Toronto, ON Canada M5B 2L7  
 T: 416.593.7741 x289  
 T: 1.877.593.7741 x289  
 F: 1.888.398.4794  
 education@icd.ca  
 www.icd.ca