

West Neighbourhood House	
Policy Title:	Workplace Harassment Policy
Approved by:	West Neighbourhood House Board of Directors
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Policy Statement

West Neighbourhood House is committed to providing a work environment in which all individuals are treated equitably and with respect and dignity.

Harassment in the workplace is unacceptable. Everyone in the workplace must be dedicated to preventing workplace harassment and is expected to uphold this policy.

Workplace harassment, which includes workplace sexual harassment, and racial harassment (including anti-Black racism and anti-Indigenous racism), will not be tolerated from any person in the workplace.

This policy is to be read in conjunction with the [Respectful Workplace Policy](#) that applies to the general public, program participants, clients, members, volunteers, student placements, community groups who utilize West Neighbourhood House space, donors, and third-party contractors.

Applicability

- All Staff

Definition

Workplace harassment means engaging in vexatious comment(s) about or conduct toward any staff in a workplace. It includes a single incident or a series of incidents.

For the purposes of this policy:

- **Harassment** is defined as speech or behaviour that is known or ought to be reasonably known to be unwelcome. Such behaviour humiliates, insults, excludes or degrades another person or people, often for reasons including sex, race, ethnicity, age, religion, sexual orientation, gender identity, marital or family status or disability. It may be intentional or unintentional and can be physical or verbal, passive or aggressive and can come in the form of microaggressions. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

- **Microaggressions** are defined as the everyday, subtle, intentional —or often unintentional — interactions or behaviours that communicate some sort of bias toward historically marginalized groups.
- **Vexatious** is defined as causing, tending to cause or reasonably expected to cause distress, annoyance, frustration, worry or personal and emotional insecurity.
- **Workplace** is defined as any place that a West Neighbourhood House worker works. It includes, but is not limited to, the physical work premises (e.g. offices), work-related social functions (e.g. parties, retreats, etc.), work assignments outside West Neighbourhood House's offices and work-related travel, conferences or training sessions. It also includes any online interactions and communications related to work.
- **Workplace sexual harassment** includes engaging in vexatious comment(s) and/or conduct toward a worker in a workplace related to sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Workplace sexual harassment also includes making a sexual solicitation or advance, including but not limited to 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/or the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- **Racial harassment** includes speech and behaviour, whether intentional or unintentional, that creates an environment that is hostile, offensive or toxic to racialized people in general, or to specific racialized groups. It can range from microaggressions to explicit use of, or tolerance for, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially offensive symbols. Racial harassment is speech or behaviour that is bothersome, threatening or treating co-workers unfairly because of their perceived race, colour, ancestry, place of origin, ethnic origin, creed and/or citizenship. Racial harassment includes speech and behaviour that reinforces systemic forms of discrimination and bias.

General Principles

There are workplace violence and harassment procedures to implement this policy (click [here](#) to view complete procedures). West Neighbourhood House, as the employer, shall ensure that this policy and the corresponding procedures are implemented and maintained, including ensuring that all workers and supervisors have the necessary information and instruction to protect them from harassment in the workplace.

Supervisors shall ensure that this policy and the corresponding procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must comply with this policy and the corresponding procedures. All workers are encouraged to raise any concerns they may have about workplace harassment. All workers are required to report any incidents or threats relating to harassment. Management shall investigate and deal with all incidents and complaints of workplace harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible. A worker who has been found to

have subjected another worker or other person to workplace harassment is subject to disciplinary action including termination.

Executive Director

Date

The Workplace Violence Policy should be consulted whenever there are concerns about violence in the workplace.