

<b>West Neighbourhood House</b>	
Policy Title:	<b>Workplace Harassment Policy</b>
Approved by:	West Neighbourhood House Board of Directors
Approval date:	January 2011
Revision dates:	January 2012 / February 2013 / January 2014 / February 2015 / February 2016 / September 2016 / January 2017 / February 2018 / January 2019 / January 2020 / January 2021

## **Policy Statement**

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

Workplace harassment, which includes workplace sexual harassment, will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors and workers are expected to uphold this policy, and will be held accountable by the employer.

This policy is to be read in conjunction with the Respectful Workplace Policy which 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) or conduct against a worker in a workplace.

For the purposes of this policy:

- “Harassment” is defined as a comment or conduct that is known or ought to be reasonably known to be unwelcome.
- “Vexatious” is defined as causing, tending to cause or reasonably expecting to cause annoyance, frustration or worry.
- “Workplace” is defined as any land, premises, location or thing at, upon, in or near which a 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.

Workplace sexual harassment means engaging vexatious comment(s) or conduct against 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 means 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.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

## **General Principles and Procedures**

Workplace harassment occurring within the context of an employment relationship may involve conduct that is verbal or non-verbal, a single incident or a series of incidents. Workplace harassment can be directed at a co-worker, subordinate or manager.

Workplace harassment does not include legitimate decisions or actions relating to the worker's employment, including a decision to change the work to be performed or the working conditions, to discipline the worker or to terminate the worker's employment. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

There are [workplace violence and harassment procedures](#) that implement this policy. They include measures and procedures for making complaints, having them investigated and seeking remedies that address the incident.

Workers are encouraged to attempt to resolve issues informally with the individual with whom they have a concern. However, where the worker feels that resolving the matter informally is not possible or appropriate the worker should report any incidents of workplace harassment to Human Resources or their supervisor.

Management will investigate and address all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible. Where the worker believes that they have been the subject of workplace harassment by a member of management other than Executive Director, the worker is encouraged to contact the Executive Director to report the incident.

Where the worker believes that he or she has been the subject of workplace harassment by the Executive Director, the worker is encouraged to contact the President of the Board of Directors to report the incident. The President of the Board of Directors, or designate, shall investigate and address the concern, complaint or incident in accordance with West Neighbourhood House's procedures under this policy.

No worker or any other individual associated with West Neighbourhood House shall subject any other person to workplace harassment. A worker that subjects another worker or other person to workplace harassment may be subject to disciplinary action including termination. Other persons may be removed from the workplace.



\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
January 28, 2021

Date

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