

Centennial Infant and Child Centre

CATEGORY: Health and Safety Policies and Procedures

DATE: June 2010SUBJECT:

SUBJECT: Workplace Harassment Policy
Bill 132

REVISED: April 2012
REVISED: September 8, 2016

Workplace Harassment Policy

Commitment Statement

Centennial Infant and Child Centre is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (*including clients, managers, volunteers, students, staff and members of the public, as applicable*).

Definitions:

1. **Workplace Harassment:**

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

2. **Sexual Harassment**

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of 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, or
- b) 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;

A reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is **not** workplace harassment.

Responsibilities of Board Members, Executive Director and Managers

- Promote a harassment-free workplace;
- Provide employees with a policy, a written program and training with respect to workplace harassment including steps to be taken and investigation procedures;
- Take every reasonable precaution for the protection of the worker;
- Ensure employees understand who to contact regarding concerns about the policy or when to report an incident;
- Model behaviour which helps support a positive work environment;
- Ensure the workplace is free from harassment and discrimination;
- Respond to complaints brought to their attention;
- Respect the confidentiality and sensitivity of such issues;

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- Document all information and investigation results:
- Request that an investigation into allegations of harassment be conducted where appropriate; and
- If witnessing harassment or elements of a toxic work environment, take action.

Responsibilities of Employees

- Compliance with this policy is the responsibility of all employees;
- Employees must avoid any behaviour or conduct that could reasonably be interpreted as a violation of this policy:
- Employees must maintain a work environment free from discrimination, and harassment;

Workers are encouraged to report incidents of harassment to the appropriate person.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

The Workplace Harassment Policy will be available to all workers in the CICC Policies and Procedures Manual and shared network. All workers are required to review and sign off on the policy annually.

If a worker needs further assistance, he or she may contact a representative from their Joint Health and Safety Committee.

Signed and Approved by:

Barbara Hannah, Executive Director



Date: September 8, 2016