

Workplace Harassment Policy

Westwood Place Co-operative Homes Inc., is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace 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.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in the workplace—a comment or conduct that is known or ought reasonable to be known to be 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.

This policy is not intended to limit or constrain the reasonable exercise of management's functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment. Any workplace incidents or harassment should be brought to the attention of the manager or supervisor immediately in writing. The manager or supervisor will investigate, and or direct complaint to the Board of Directors. There will be no negative consequences for reports made in good faith.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

PASSED by the Board of Directors on the 12 day of May, 2016.

CONFIRMED at a general meeting of the Members on the 19 day of May, 2016.



President

c/s



Secretary

Workplace Harassment Program

Measures and procedures for workers to **report incidents or workplace harassment** to the employer or supervisor may include information about;

- How, when and to whom a worker should report incidents;
- Forms or other reporting mechanisms;
- Roles and responsibilities of employers, supervisors, workers and others in the incident reporting process.

Measures and procedures for how the employer will **investigate and deal with incidents and complaints** of workplace harassment may include information about:

- How and when investigations will be conducted;
- What will be included in the investigation;
- Roles and responsibilities of employers, supervisors, workers and others;
- Follow up to the investigation (description of actions and timeframe);
- Recordkeeping requirements.

It is the determination of the Co-op to investigate any and all incidents of workplace violence or harassment. The Board of Directors, staff, managers and or supervisors endeavour to continue education and training with regards to Workplace Violence and Harassment policies and procedures whenever available.

The Workplace Violence and Harassment policies should be consulted whenever there are concerns about violence and or harassment in the workplace.