

## POLICY STATEMENT #20 – WORKPLACE HARASSMENT POLICY

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The Board of Directors of CCC No 486 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, workers, unit owners and residents are expected to uphold this policy and will be held accountable for their actions by CCC 486.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. This may include making remarks that demean, ridicule, intimidate or offend; displaying or circulating offensive materials; bullying and yelling at workers; intimidating phone calls or e-mails; inappropriate sexual advances; attempts to direct work performed by workers by those not authorized to do so; and perceived threats of physical violence (shaking a fist in a worker's face).

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, such as discrimination based on gender, religious beliefs, ethnic background, etc.

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

Workers are encouraged to report any incidents of workplace harassment to their supervisor. Should the supervisor be the source of the harassment, workers are encouraged to report such incidents directly to the Board of Directors. 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 of Ontario 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.

Adopted by Board of Directors on September 13, 2010