

## POLICY TEMPLATE – WORKPLACE HARASSMENT

### WORKPLACE HARASSMENT POLICY

**\*Adapted from Occupational Health and Safety Council of Ontario document, “Developing Workplace Violence and Harassment Policies and Programs: A Toolbox.”-**

[http://www.labour.gov.on.ca/english/hs/pdf/wvps\\_toolbox.pdf](http://www.labour.gov.on.ca/english/hs/pdf/wvps_toolbox.pdf).

\_\_\_\_\_ 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. This includes, but is not limited to, workers as defined under the *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*, patients, and visitors. Everyone in the workplace must be dedicated to preventing workplace harassment.

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. Such behaviour includes, but is not limited to making remarks, jokes or innuendos that demean, ridicule, intimidate or offend; displaying or circulating offensive pictures or materials in print or electronic form; bullying; repeated offensive or intimidating phone calls or emails; or inappropriate sexual touching, advances, suggestions or requests.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, though it does not have to. Under the Ontario Human Rights Code harassment must be based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, or disability.

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. *(If desired, include additional information about how to report incidents, and emphasize that there will be no negative consequences for reports made in good faith.)*

\_\_\_\_\_ will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner, respecting the privacy of all concerned to the extent 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_