

<b>West Neighbourhood House</b>	
Policy Title:	<b>Workplace Harassment Policy</b>
Approved by:	West Neighbourhood House Board of Directors
Approval date:	January 2011
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## **Policy Statement**

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

Workplace harassment, which includes workplace sexual harassment, and racial harassment (including specifically anti-Black racism), 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 the employer will be responsible for holding them accountable.

## **Applicability**

- All Staff

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.

## **Definition**

Workplace harassment means engaging in vexatious comment(s) about or conduct toward any staff in a workplace. It includes conduct that is verbal and/or non-verbal, and a single incident or a series of incidents. Workplace harassment can be directed at a co-worker, subordinate or manager.

For the purposes of this policy:

- **Harassment** is defined as speech and/or behaviour that is known or ought to be reasonably known to be unwelcome. Such behaviour humiliates, insults, excludes or degrades another person or people, often for reasons including sex, race, ethnicity, age, religion, sexual orientation, gender identity, marital or family status or disability. It may be intentional or unintentional and can be physical or verbal, passive or aggressive and can come in the form of microaggressions. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

- **Microaggressions** are defined as the everyday, subtle, intentional —or often unintentional — interactions or behaviours that communicate some sort of bias toward historically marginalized groups.
- **Vexatious** is defined as causing, tending to cause or reasonably expecting to cause distress, annoyance, frustration, worry or personal and emotional insecurity.
- **Workplace** is defined as any place that a West Neighbourhood House 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. It also includes any online interactions and communications related to work.
- **Workplace sexual harassment** includes engaging in vexatious comment(s) and/or conduct toward 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 includes 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.
- **Racial harassment** includes speech and behaviour, whether intentional or unintentional, that creates an environment that is hostile, offensive or toxic to racialized people in general, or to specific racialized groups. It can range from microaggressions to explicit use of, or tolerance for, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially offensive symbols. Racial harassment is speech or behaviour that is bothersome, threatening or treating co-workers unfairly because of their perceived race, colour, ancestry, place of origin, ethnic origin, creed and/or citizenship. Racial harassment includes speech and behaviour that reinforces systemic forms of discrimination and bias.

## **General Principles and Procedures**

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

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.

Where the worker believes that they have been the subject of workplace harassment by a member of management other than the Executive Director, the worker is encouraged to contact the Executive Director to report the incident.

Where the worker believes that they have observed or have 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. 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.



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Executive Director

January 25, 2024

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Date

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