



# HARASSMENT AND VIOLENCE IN THE WORKPLACE POLICY

**ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED THE FOLLOWING POLICY ON HARASSMENT AND VIOLENCE IN THE WORKPLACE WAS ADOPTED BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP**

**Date adopted by the Board of Directors:** March 31, 2014

**Date confirmed by the Members:** April 27, 2014

## **PREAMBLE**

The occupational Health and Safety Act defines a workplace as any land, premises, location or thing at, upon, in or near which a worker works. If the worker is being directed and paid to be there or near there it is a workplace.

Workplace harassment can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It can also include behaviour that intimidates isolates or even discriminates against the targeted individual(s). The comments or conduct typically happen more than once. Workplace harassment often involves repeated words or actions, or a pattern of behaviours, against a worker or group of workers in the workplace that are unwelcome.

Workplace violence is defined as the exercise or attempted exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, or a statement or behaviour that is reasonable for a worker as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

All Co-op staff should enjoy a workplace that is free from violence and harassment.

The Board and management of Shamrock Co-operative Homes will not tolerate workplace harassment and violence from any person in the workplace.

## **POLICY**

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 reasonably to be known to be unwelcome. This may include: making remarks, jokes or innuendo 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 e-mails; 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, but it does not have to. The Ontario Human Rights Code's goal is to prevent discrimination or harassment.

Workplace violence may also be domestic violence in the workplace. When Shamrock Co-op becomes aware that violence, including domestic violence, may occur in the workplace, the Board



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shall take every precaution reasonable in the circumstances to protect a worker from physical injury. Every worker must work in compliance with this policy. Supervisors are responsible for ensuring that measures and procedures are followed.

Workers are encouraged to report any incidents of workplace harassment and/or violence.

Staff must file a complaint within six months from the time the incident occurred.

There shall be no negative consequences for reports made in good faith.

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

Shamrock Board of Directors 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.