

Workplace Harassment Policy



[Insert employer name] ("the Employer") is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace, including customers, clients, other employers, supervisors, workers and members of the public, as applicable.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

1. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of 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, or
2. Making a sexual solicitation or advance 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 the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by the Employer or a supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to [specify the person or department to which any

incident(s) of workplace harassment should be reported].

If the alleged harasser is the worker's supervisor, or if the worker is uncomfortable reporting to their supervisor, the worker may report the incident to [insert alternate reporting person or department, such as Human Resources or senior management].

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

The Employer will ensure that an investigation is conducted that is appropriate in the circumstances by a person who is impartial and has knowledge of workplace harassment investigations.

The investigation may include interviews with the complainant, the respondent and any witnesses, and a review of relevant documents or other evidence.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the Employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

Upon completion of the investigation, the Employer will provide the complainant and the respondent with written notification of the results of the investigation and of any corrective action that has been taken or will be taken as a result of the investigation.

This policy and the associated workplace harassment program will be reviewed as often as necessary, but at least annually, to ensure compliance with applicable occupational health and

safety legislation.

If a worker needs further assistance, he or she may contact *[insert union (if any), JHSC or health and safety representative (if any), Human Rights Legal Support Centre or employee assistance program if available]*.

OTHER RESOURCES:

[Code of Practice to Address Workplace Harassment under Ontario's OHS Act](#)

[Model Anti-Harassment Policy](#)

[Can You Recognize a Workplace Bully'](#)

[Traps to Avoid: Not Taking Harassment Complaints Seriously](#)