



**HUNTINGTON
UNIVERSITY**

HARASSMENT, SEXUAL HARASSMENT AND VIOLENCE-FREE WORKPLACE POLICY

POLICY STATEMENT

Huntington University is committed to providing a positive, safe, productive and healthy work environment for all employees and clients, free from workplace violence and harassment, where the dignity and worth of every individual is respected. All employees will receive training on this harassment, sexual harassment and violence-free workplace policy.

The workplace harassment program applies to all workers including managers, supervisors, temporary employees, students and subcontractors.

DEFINITIONS

“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:

- a) 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
- b) 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;

Conduct that can be construed as harassment:

Harassment can take place between supervisor and employee, between employees (both inside and outside of the bargaining unit) and between employees and students/guests of the University.

Behaviours that can be construed as harassment include, but are not limited to, conduct violating the *Human Rights Code* such as unwelcome remarks or jokes about a person's race, color, place of origin, religion, age, marital status, family status, disability, gender or sexual orientation. Unwelcome sexual remarks or contacts can be construed as sexual harassment.

Workplace harassment also includes other types of behaviours usually qualified as bullying. Examples of such behaviours include include, but are not limited, to the following: consistently speaking with a condescending attitude, spreading rumours, damaging a co-worker's reputation, hostile or insulting emails and memos, and shouting at other staff.

There could be circumstances in which a single incident of inappropriate behaviour may be substantial enough to constitute harassment or sexual harassment by creating a "poisoned environment". Even if the comments or conduct are not directed at any one person, someone may still experience a poisoned environment.

Workplace Conduct that is not workplace harassment:

Workplace harassment does not include the proper exercise of responsibility or authority related to the provision of advice, assignment of work, counselling, performance evaluation, discipline, supervisory functions, or any of the management rights under the Collective Agreement.

As well, reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

WORKPLACE VIOLENCE RISK ASSESSMENT

Huntington University has completed a workplace violence risk assessment to determine the presence of risks of violence within the workplace.

Factors considered in the Workplace Violence Risk Assessment included, but were not limited to, the following: the nature of the workplace, the type of work being performed by all workers and common risks at similar workplaces.

The results of the assessment are provided to the Joint Health and Safety Committee.

Reassessment

The Workplace Violence Risk Assessment will be conducted on at least an annual basis, to be completed by June 15 of each calendar year.

Where it is determined to be necessary in order to protect the workers, a workplace violence risk assessment may take place prior to the annual June 15 assessment, during any calendar year.

Measure to Eliminate or Minimize the Risk of Workplace Violence

Safe work procedures will be developed to inform and instruct employees about the risks of workplace violence identified in the risk assessment conducted by the workplace risk assessment team. Any safe work procedures will be reviewed with all affected employees, and risks identified and will be addressed by the Joint Health & Safety Committee.

IF WORKPLACE HARASSMENT OCCURS

Workers are encouraged to report any incidents of workplace harassment to their immediate supervisor or the Complaints Officer.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner, and in accordance with Huntington University's Workplace Harassment Program. 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.

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

If a worker needs further assistance, he or she may contact the Complaints Officer, their union representative, a member of the Joint Health & Safety Committee, their immediate supervisor, and/or the employee assistance program, as appropriate.

POSTING

This Harassment, Sexual Harassment and Violence-Free Workplace Policy shall be posted on the University website.