

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Discrimination and Harassment	<b>Code: HR030</b>
		<b>Date of Issue: Sept 1994</b>
		<b>Revised: June 2007</b>
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**PURPOSE:** Avenue II Community Program Services is committed to providing employees with a work environment free of any form of discrimination, including harassment.

Every employee is entitled to be treated with respect and to work in an environment free of demeaning comments and actions. The following outlines policy and procedure governing discrimination and harassment in the work place.

### 1 DEFINITIONS:

- 1.1 **Harassment** – Harassment is a course of vexatious (annoying) comment(s) or conduct, that is known or ought reasonably to be known as unwelcome. It is any comment, conduct, gesture, or contact which is offensive, embarrassing, and/or humiliating to the recipient. It includes any behavior which would constitute a form of discrimination under Human Rights Legislation on the grounds of race, national or ethnic origin, color, religion, age, sex, citizenship, sexual orientation, marital or family status, physical or mental disability, receipt of public assistance, or conviction for which a pardon has been granted.
- 1.2 **Sexual Harassment** – Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. This includes comments or conduct that ought to be known as unwelcome; sexual advances or solicitation made by a person who is in a position to grant or deny a benefit; a person who threatens or institutes a reprisal against an employee who rejects his/her sexual advances.

Sexual harassment does not refer to occasional remarks of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale, and that, therefore, interferes with work effectiveness.

In the case of a bargaining unit employee, Article 8.06 of the Collective Agreement shall be used in conjunction with this policy.

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### **2 AVENUE II POLICY:**

2.1 It is the policy of Avenue II:

- (a) Prohibit discrimination against, or harassment of, any employee by another, which is known or ought to be known as unwelcome.
- (b) Hold the management accountable for ensuring the workplace is free of discrimination or harassment and that appropriate action is taken when such a conduct is alleged or suspected.
- (c) Encourage employees to report incidents of discrimination or harassment, experienced or observed, to their immediate supervisor.
- (d) Investigate all complaints thoroughly, keeping the identity of the plaintiff and all information related to the investigation confidential, where possible.
- (e) Hold the Executive Director responsible for providing guidance, investigation complaints, and recommending appropriate action.
- (f) Discipline, up to and including dismissal, any employee found guilty of discrimination or harassment.

### **3 COMPLAINT RESOLUTION PROCESS:**

- 3.1 Employees who believe they have been discriminated against or harassed, or have observed such behavior, should immediately bring their complaint to the attention of their supervisor, who will inform the appropriate Director. The Executive Director will be advised of issues not resolved at this level, and will then advise the Board of Directors.
- 3.2 If the accused is the employee's immediate supervisor, the employee should lodge the complaint with the next level of supervisor. If not appropriate, then the complaint should be addressed to the Executive Director; and if this is not appropriate, the employee can seek directly the assistance of the Board of Directors.

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3.3 After notification of an employee's complaint or observation of discrimination or harassment, the supervisor to whom the complaint has been made shall take immediate action to have allegation investigated.

3.4 The supervisor will notify the appropriate Director and keep him/her informed of all developments.

3.5 All claims will be thoroughly investigated. The Executive Director and Board are available to provide guidance and assistance in the proper handling of any allegations.

#### **4 GENERAL:**

4.1 In all cases involving charges of discrimination or harassment , the the privacy of the parties involved must be given the utmost protection.

4.2 All employees are held accountable for the efficient administration of this policy. Frivolous complaints or retaliation against a person making a complaint will result in disciplinary action up to and including termination of employment.

4.3 If a request from the Human Rights Commission regarding complaints of discrimination or harassment is received, the Executive Director should be notified immediately and an investigation conducted as provided for in this policy.