



GRANDVIEW  
CHILDREN'S  
CENTRE

# PERSONNEL MANUAL

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## POLICY

**APPROVED BY:** \_\_\_\_\_ **NUMBER:** P9-10  
Executive Director

**DATE:** 31 Mar 92, r28 Mar 95, R16 Dec 98, r14 Jan 03, **PAGE:** 1 of 1  
R17 Mar 04, R05 Oct 07, R07 May 10

**CATEGORY:** PROBLEM RESOLUTION

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### WORKPLACE HARASSMENT

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Grandview Children's Centre is committed to providing a work environment where the dignity of staff members is respected, and as such, workplace harassment will not be tolerated from any person in the workplace. Workplace harassment means engaging in a course of hurtful comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.

All employees must be dedicated to preventing workplace harassment. Managers, supervisors, staff, students and volunteers are expected to uphold this policy, and will be held accountable by Grandview.

Workplace harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. It is a violation of the Human Rights Code and a breach of Centre policy for any staff member to harass another on the grounds of:

race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy), health status (H.I.V.), sexual orientation, handicap, age (18 to 65 in employment, 16 and over in occupancy of accommodation, and 18 and over in other areas), marital status, family status, same-sex partnership status, receipt of public assistance (in accommodation only) and record of offences (in employment only).

1. All complaints of harassment will be investigated.
2. Staff members who believe themselves to be harassed by a fellow staff member or a person in a position of authority, should immediately make the discomfort and disapproval known to the harasser.
3. If the harassment continues, the complainant should follow the procedure in Conflict Resolution, P9-40.
4. If an accusation is substantiated, disciplinary action up to and including dismissal may occur.
5. The Workplace Violence Prevention Policy (P9-11 and P9-12) should be consulted whenever there are concerns about violence in the workplace.