Stratford
PUBLIC LIBRARY

# Workplace Discrimination, Harassment and Violence Prevention Policy

**Legal References:** *Occupational Health and Safety Act (R.S.O. 1990, c.01 as amended);*
*Human Rights Code (R.S.O. 1990, c. H.19 as amended)*

**Policy References:** Library Public Code of Conduct;
LG 010 Health and Safety Policy

## 1.0 Policy Statement

The Stratford Public Library Board recognizes the dignity and worth of every person and is committed to providing a workplace free from discrimination, harassment, and violence. Discriminatory, harassing, or violent behaviour in the workplace is unacceptable and will not be tolerated from anyone.

This policy applies to all individuals working for the Library including permanent employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, and Board members. This policy also applies to all volunteers, visitors, and customers.

The Library will not tolerate violence, harassment, or discrimination against job candidates and employees on any grounds mentioned above, whether during the hiring process or during employment. This commitment applies to such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

The prevention of workplace violence is part of the Stratford Public Library Board's responsibility for worker health and safety under the *Occupational Health and Safety Act*. It will take all reasonable and practical measures to prevent violence from occurring in the workplace. Geographically, the workplace includes any location, either permanent or temporary, where an employee performs any work related duty.

The Stratford Public Library Board is committed to ensuring that any complaint of discrimination or harassment is resolved quickly and with fairness and confidentiality.

The Library will not support retaliation against any individual making a “good faith” report of workplace violence or harassment.

The Stratford Public Library Board, employees and volunteers are considered partners in creating and maintaining a workplace that safeguards the individual against discrimination, harassment, and violence. Violation of this policy may result in disciplinary action, up to and including employment/volunteer termination, the issuing of Trespass orders and the laying of criminal charges.

## 2.0 Definitions

### 2.1 Discrimination

The Stratford Public Library adheres to the *Ontario Human Rights Code* with respect to rights of freedom from discrimination in employment: *“Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, and record of offences, marital status, family status or disability”*. HRC R.S.O. 1990, CHAPTER H.19 s 5.1

### 2.2 Workplace Harassment

As defined by the Ontario *Human Rights* Code and *Occupational Health and Safety Act*, 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.

### 2.3 Workplace Violence

As defined in the *Occupational Health and Safety Act*, workplace violence means:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- An attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker,
- A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

## 3.0 Program

As part of its Health and Safety program, the Library will develop and maintain a program to implement and support this policy. All employees and volunteers will be educated about discrimination, harassment, and violence in the workplace.

The Library will regularly assess the risk of workplace violence and harassment that might arise for its employees and volunteers from type, conditions and location of their work. These risks will be reviewed and responding practices and procedures for the ongoing safely of staff/volunteers will be developed.