



POLICY: Respect in the Workplace		POLICY NO: HR 05
POLICY LEVEL: Library Board	LAST REVIEW / REVISION DATE: December 2023	SCHEDULED REVIEW DATE: DECEMBER 2024

Respect in the Workplace

The Stratford Public Library board recognizes the dignity and worth of every person and is committed to providing a workplace free from discrimination and harassment and ensuring that any complaint is resolved quickly and with fairness and confidentiality.

This policy applies to any person in the workplace, including employees, managers, supervisors, consultants, independent contractors, and others with whom employees interact, such as clients, vendors, volunteers and members of the public, as applicable.

Legislation prohibits actions that discriminate against or harass people based on protected grounds. Stratford Public Library will not tolerate discrimination, violence or harassment on these grounds or for any other reason.

Discrimination

The Library values diversity in its workplace and prohibits employment discrimination.

Discrimination means any form of unequal treatment based on a protected ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral but disadvantage certain groups of people. Discrimination may take obvious forms or occur in very subtle ways.

Workplace Harassment

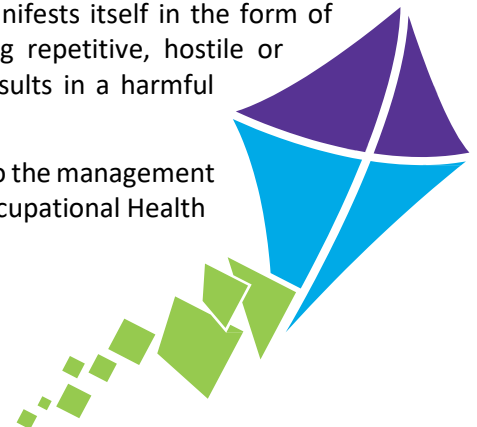
Workplace harassment will not be tolerated by any person in the workplace, including customers, clients, service providers, other employers, managers, workers, and members of the public, as applicable.

Harassment means engaging in the course of vexatious comments or conduct against a worker in a workplace that is known or ought to be known to be unwelcome. This may include words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning, or unwelcome based on a ground identified by this policy.

Sexual Harassment means engaging in vexatious comments or conduct against a worker in a workplace because of sexual orientation, gender, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. It also includes 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.

Psychological Harassment (Bullying) means vexatious behaviour that manifests itself in the form of conduct, verbal comments, actions, or gestures characterized by being repetitive, hostile or unwanted, affecting a person's dignity or psychological integrity and results in a harmful work environment.

Reasonable action taken by the Library or the management team relating to the management and direction of workers or the workplace, within the conditions of the Occupational Health and Safety Act, is not workplace harassment.



Workplace Violence

The Library is committed to preventing workplace violence. It is ultimately responsible for worker health and safety. The Library will take whatever steps are necessary to protect the Library's employees from workplace violence from all sources, including domestic violence.

Workplace violence means the exercise of physical force by a person against a worker in a workplace that causes or could cause bodily injury to the worker.

If the Library becomes aware, or ought to be aware, that domestic violence might occur in the workplace that would expose a worker to physical injury, the Library will take every reasonable precaution under the circumstance for the protection of the worker at risk of physical injury and whoever encounters that worker.

Defining the Workplace

For this policy, harassment, discrimination or violence may be employment-related if it occurs on the premises/in the working environment or off-premises if an individual is engaging in employment responsibilities or at a work-related function.

Incidents that occur beyond the workplace as defined above, on social media, or outside of working hours may also constitute workplace violence, harassment, or discrimination.

Roles and Responsibilities

The CEO will develop and maintain a Respect in the Workplace program in consultation with the Joint Health and Safety Committee (included in the Staff Manual).

All employees have a role in maintaining a workplace free from discrimination, harassment and violence. Individuals are expected to uphold and abide by this policy by refraining from harassment, discrimination or violence, promptly reporting concerning situations per the Respect in the Workplace program and cooperating fully in any harassment or discrimination complaint investigation.

Any employee who does not take appropriate steps to prevent and respond to workplace harassment or discrimination may be disciplined, up to and including termination for cause.

The management team has the additional responsibility to act immediately on observations or allegations of harassment or discrimination and notify the CEO. The management team is responsible for creating and maintaining harassment and discrimination-free organization and should address potential problems before they escalate.

Any form of discrimination, harassment or violence is a serious breach of policy and is subject to disciplinary action up to and including termination for cause. Furthermore, some situations of harassment may be serious enough to constitute a criminal offence.

Employees will not be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

Related Documents:

- Occupational Health and Safety Act (R.S.O. 1990)
- Human Rights Code (R.S.O. 1990)
- HR 01 Hiring and Management of Employees
- HR 03 Staff Manual
- HR 04 Health and Safety Policy



ORIGINAL DATE ADOPTED	June 15, 2010	Review Cycle	Annually
REVIEW/APPROVAL HISTORY	November 6, 2018, December 5, 2023		

