



DRSSC Workplace Anti-Harassment and Discrimination Policy

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POLICY STATEMENT

DRSSC is committed to ensuring a workplace free of harassment, bullying, and discrimination. In pursuit of this, DRSSC will not tolerate any harassment, bullying, or discrimination within the workplace. DRSSC is further committed to investigating any complaints regarding workplace harassment, bullying, and/or discrimination, using the method of progressive discipline, up to and including the point of termination of employment for the perpetrator(s).

POLICY

DRSSC encourages any of its employees who witness or who are victim to harassment, bullying, or discrimination, to bring forward the information as soon as possible so that an investigation may immediately commence.

In pursuit of a harassment-free environment, DRSSC is committed to fully preventing and/or addressing any instances of harassment, including sexual harassment, by:

- Providing education and training in order to ensure that all employees understand their rights and responsibilities regarding harassment.
- Ensuring that supervisors understand how to respond to incidents of harassment, including how to collect information, how to take action, how to deal with confidentiality, how to document, and how to keep records.
- Methodically monitoring or adjusting DRSSC's systems for any barriers, including any barriers regarding any protected grounds laid out in *the Ontario Human Rights Code* and DRSSC's Human Rights Policy.
- Reviewing their Anti-Harassment program with the Health and Safety Committee or representative, as appropriate.
- Providing a procedure for complaints (outlined below) that is fair, timely, and effective; and
- Ensuring to promote appropriate standards of conduct.

This policy also prohibits any person at DRSSC, who is in a position to be able to grant or deny a benefit to another employee, from sexually soliciting or making advances on that person. This could include co-worker to co-worker, or supervisors and managers to employee. Further, any reprisals for the rejection of these advances are not permitted.

DRSSC will also not permit the creation of a poisoned work environment, as created by comments or any forms of conduct that are known to be unwelcome. DRSSC will investigate all complaints in order to prevent this poisoned environment.

In addition, any employees who experience harassment while in the course of work for DRSSC have the right to file a complaint without any fear of reprisal. DRSSC will ensure that an investigation is conducted into any incidents or complaints of workplace harassment, as appropriate.

Employee and Supervisor Responsibilities

All DRSSC employees have the responsibility to adhere to the contents of this policy and refrain from enacting or condoning any form(s) of harassment. Further, all employees have the responsibility of fully cooperating in any investigations into complaints of harassment.

All DRSSC supervisors or managers have an additional responsibility of acting immediately upon either receiving a complaint of harassment or witnessing it themselves. Supervisors and managers are responsible for the creation and maintenance of a harassment-free workplace and must immediately investigate as soon as any forms of harassment become known in the workplace.

COMPLAINT PROCEDURE

At DRSSC, complaints regarding harassment, bullying, or discrimination may be brought forward to:

- Board Chair or Board Secretary if one of them is not available.
- An alternate report may be made to Board Treasurer if either of the above are the alleged harasser(s).
- Immediately upon receipt of a complaint, an investigation will be started and additional information and context will be sought. The investigation may include:
 - A review of the details of the incident;
 - Separate interview(s) with the parties involved and any witnesses;
 - Examination of any relevant documents, emails, notes, photographs, or video;
 - A decision about whether the complaint constitutes workplace harassment; and
 - The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings
- DRSSC will take appropriate measures to ensure that employees and/or witnesses involved in filing the complaint are protected, as necessary. This may include temporary reassignments or shift changes. DRSSC will ensure that these changes do not penalize any employee who brought forward a complaint, or any witness to the complaint.
- DRSSC will not disclose any information regarding a complaint of harassment (including any identifying personal information of any of the individuals involved), unless the disclosure, if necessary. The disclosure may become necessary for the purposes of investigating the complaint, taking disciplinary action, or as required by law;
- The employee who disclosed the complaint, as well as the alleged harasser (provided they are both employees of DRSSC), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.

Any reports resulting from an investigation into complaints of harassment, discrimination, or bullying are not considered to be Occupational Health and Safety reports and will not be shared with the committee or the representative.

Note: This policy will be in written form and posted at DRSSC. It will be reviewed as often as necessary, but at least annually.