

Workplace Violence & Harassment Policy

Category:	Health and Safety
Number:	HS5
Responsibility:	Director of Human Resources
Approval:	December 1, 2016, Board of Governors
Amendments:	Reviewed June 2019

PURPOSE

This policy outlines Algoma University's commitment to the prevention of workplace violence and harassment, and, in conjunction with the associated **Workplace Violence and Harassment Prevention Program**, details procedures for dealing with violence in the workplace.

SCOPE

The policy is to be used in conjunction with the **Workplace Violence and Harassment Prevention Program**. This policy and associated program apply to all workers, students, visitors, volunteers and contractors engaged by the university. Everyone in the workplace is expected to uphold this policy and work together to prevent workplace violence and harassment.

DEFINITIONS

Workplace violence:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to a worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker; or
- A statement or behaviour 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.

Harassment:

- 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;

- Discriminating actions based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other ground prohibited by law;
- Subtle, direct or indirect actions creating a hostile, intimidating abusive, humiliating or threatening work environment.
- Workplace sexual harassment

Workplace Sexual Harassment:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- 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;

POLICY


Violent behaviour and workplace harassment will not be tolerated from any person in the workplace. The administration of Algoma University is committed to the prevention of workplace violence and harassment and is ultimately responsible for worker health and safety. The administration is also committed to providing a work environment in which all individuals are treated with respect and dignity. Algoma University will take whatever steps are reasonable to protect workers from workplace violence and harassment.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace harassment and to report any violent incidents or threats to a supervisor immediately. Management will investigate and deal with all concerns, complaints, or incidents in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to the Ontario Human Rights Code. A worker also retains the right to exercise any other legal avenues that may be available.

The **Workplace Violence and Harassment Prevention Program** outlines the measures and procedures in place to protect workers from workplace violence and harassment, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns.

Signed:


Asima Vezina, President & Vice-Chancellor

July 10, 2019
Date