

BILL 168: SAMPLE WORKPLACE HARASSMENT POLICY

The management of _____ (**insert company name**) is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. (**The workplace may wish to list the sources of workplace harassment**). Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer. (**If the policy applies to other people in the workplace, they should be listed**).

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. (**The workplace may wish to list examples of unacceptable behaviour**). Harassment may also relate to a form of discrimination as set out in the *Ontario Human Rights Code*, but it does not have to. (**The workplace may wish to include information about what constitutes discriminatory harassment under the *Ontario Human Rights Code***).

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. (**The workplace may include examples of work functions that would generally not be considered workplace harassment**).

Workers are encouraged to report any incidents of workplace harassment. (**The workplace may wish to provide more information about how to report incidents and may wish to emphasize that there will be no negative consequences for reports made in good faith**).

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in timely and fair manner while respecting workers' privacy, to the extent possible. (**The workplace may wish to provide more information about how incidents of harassment will be investigated and/or dealt with**).

Nothing in this policy prevents or discourages a worker from filing an application with the Ontario Human Rights Tribunal on a matter related to the *Ontario Human Rights Code* within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues available.

Signed: _____ President/CEO Date: _____

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.