

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resources
Policy/Procedure**

Workplace Harassment

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: February 19, 2013 (O)

DISTRIBUTION:

Policy:

Atikokan Literacy Incorporated 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. 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.

Workplace harassment means engaging in a course of vexatious/distressing/provoking/harassing comments or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace

Procedure:

1. Workers are encouraged to report any incidents of workplace harassment to the Executive Director and/or Board of Directors.
2. The Executive Director and/or Board of Directors will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.
3. 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 Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.
4. The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.