



## **Workplace Harassment Policy**

Approved: June 29, 2010

The management of the Quinte West Chamber of Commerce 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, workers, board members and volunteers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace – a comment or conduct 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. An honest critique of a workers job performance during the annual performance review, or in response to problems arising in the workplace, is not to be considered harassment.

Workers are encouraged to report any incidents of workplace harassment to either the Chamber Manager or the Chair of the Personnel Committee. The reporting of workplace harassment can be done in person or via email if that is more comfortable and 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 a fair and timely manner while respecting workers' privacy as much as possible. A written report will be given to the person making the complaint outlining the investigation and the steps being taken to correct the issue.

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.

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