

## **Qualicum Graham Park Community Association (QGPCA)**

### **Workplace Harassment Policy**

QGPCA is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace. This policy and the expectation to contribute to an environment where any form of harassment is unacceptable applies to all staff and volunteers of QGPCA and in turn customers and businesses associated with QGPCA. This policy applies to all QGPCA programs and organization functions including social events.

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 or workplace sexual harassment. Workplace sexual harassment means:

1. 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
2. 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;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Employees are encouraged to formally report any incidents of workplace harassment to the Executive Director or President of the Board. Should these individuals be inappropriate given the nature of the complaint any member of the Board of Directors is prepared to assist employees or volunteers with formal reports of incidents of harassment. No one is to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

All complaints or incidents of workplace harassment will be investigated and dealt with in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law. Detailed information on the process of filing formal complaints and the investigation process are in the attached Workplace Harassment Program.

Employees and volunteers are expected to adhere to this policy, and will be held responsible by QGPCA for not following it. QGPCA will provide annual training in workplace harassment and workplace sexual harassment.

If an employee needs further assistance, he or she may always file their complaint with the President of the Board of Directors of QGPCA or file an application with the Human Rights Tribunal of Ontario.

This policy will be review annually and revised as needed by the Board of Directors.

Reviewed and approved by Board of Directors

Date: March 31, 2017