



4300 Riverwood Park Lane
Mississauga, ON L5C 2S7

T: 905-279-5878 F: 905-279-4303

Info@TheRiverwoodConservancy.org

www.TheRiverwoodConservancy.org

Policy #6

Policy: Harassment in the Workplace

The Riverwood Conservancy (TRC) is committed to the prevention of harassment in the workplace and is ultimately responsible for worker and volunteer health and safety. We will take whatever steps are reasonable to protect our workers and volunteers from harassment from all sources.

Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, volunteers, program participants and workers are expected to uphold this policy, and will be held accountable by TRC.

Harassment is defined as 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. Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls. Under the Ontario Human Rights Code harassment, on the following basis, is prohibited: race, ancestry, place of origin, colour, ethnic group, citizenship, creed, disability, sex, sexual orientation, marital status, age, or record of offences. Harassment may relate to these forms of discrimination but it does not have to.

Sexual harassment is a form of discrimination. It is also one of the most prevalent forms of harassment. Sexual harassment includes comments or conduct of a sexual nature that you do not welcome or that offend you. It also includes negative or inappropriate comments or conduct that are not necessarily sexual in nature, which are directed at you because of your gender. Both men and women can be victims of harassment, and someone of the same or opposite sex can harass you.

Even if no one is being directly targeted, harassing comments or conduct can poison the work environment, making it an uncomfortable place in which to work. This is also considered harassment. TRC has a workplace harassment program that implements this policy. It includes measures and procedures to protect workers from workplace harassment, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns. Every worker must work in compliance with this policy. All workers are encouraged to report any incidents of workplace harassment to their immediate supervisor or any TRC staff member. 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. 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.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Executive Director

Chair, TRC Board of Directors

Board Approved: November 19, 2012

Board Reviewed: January 1, 2015

Board Reviewed: January 18, 2016

Board Reviewed: January 22, 2018

Board Reviewed: February 25, 2019