



Policy Name:	Workplace Harassment	Policy No.:	HRS-64
Category:	Human Resources	Creation Date:	June 16, 2010
Approval:	Library Board	Revision Date:	September 27, 2023

The management of the Newmarket Public Library 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. Sources of workplace harassment could be:

- Type I: External perpetrator
- Type II: Client/Customer
- Type III: Employee to employee (including where the alleged harasser is the supervisor or employer)
- Type IV: Domestic (personal relationship)

Everyone in the workplace must be dedicated to preventing workplace harassment. Employees, volunteers and any person providing a service on behalf of the Library are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

Engaging in a course of vexatious comment or conduct, against a worker in a workplace, which 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. Harassment may also, but does not have to, relate to a form of discrimination as set out in the Ontario Human Rights Code which states that every person has a right to equal treatment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability. Workplace harassment also includes sexual harassment.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace such as performance monitoring and discipline.

Workers are encouraged to report any incidents of workplace harassment. Information on this process is available in the *Workplace Violence and Harassment Policy and Procedures* binder in

each service area. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible. The complainant and the respondent will be informed in writing of the results of the investigation and any corrective action taken.

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 options available.

This Policy shall be reviewed annually by the Library Board.

The Workplace Violence Policy should be consulted regarding concerns about violence in the workplace.