

Catholic Centre for Immigrants (CCI)  
Policy on Discrimination in the Workplace  
**Approved by the Board 07/05/2012**

**Definitions**

Workplace refers to any location where the work of the organization is performed.

Discrimination means: the treatment or consideration influenced by class or category rather than individual merit and that can be used to privilege (special treatment in favour of) as well as disadvantage (special treatment against) a particular group or individual. Discrimination on the basis of gender, sexual orientation, race, ancestry, place of origin, ethnic origin, citizenship, colour, creed, age, marital status, family status or disability is a violation of the Ontario Human Rights Code (OHRC).

**Policy**

The CCI of Ottawa is committed to providing an environment that is free of discrimination and promotes respect for all people. CCI operates in accordance with the OHRC and values the advancement of equality, diversity and human rights of its workers, volunteers and clients. CCI encourages individuals to participate fully and have complete access to its services, employment, governance structures and volunteer opportunities.

Any act of discrimination committed by or against any CCI worker, volunteer or client, is unacceptable conduct that will not be tolerated. No one in the workplace shall discriminate against another person or create conditions that permit discrimination.

**Authority**

The ultimate responsibility and authority for applying this policy rests with the Executive Director and his or her authorized representative(s).

**Implementation**

This policy will be posted in a conspicuous location in the workplace and it will be reviewed by the Human Resources Committee every three years, or as required by legislation. The policy will become part of the Human Resources Policy Guidelines which are given to each worker at the start of employment.

**Reporting and Investigation**

Workers shall not be subjected to reprisal for good faith reporting of discrimination.

A worker who believes he/she has been discriminated against by another person in the workplace has a responsibility to make his/her disapproval known to the offender in a

clear manner and without delay. If the behaviour persists, complaints can be addressed through the grievance process described in the Human Resources Policy Guidelines.

### **Disciplinary Measures**

A worker who subjects another person to discrimination in the workplace, or a supervisor who is aware of such behaviour and does not take corrective action, may face disciplinary action up to and including termination.

Acknowledgement

I read and understood Policy on Discrimination in the Workplace.

Name: \_\_\_\_\_ (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date