

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

**Definitions:**

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

Harassment means: engaging in a course of vexatious comment or conduct against a worker, volunteer, or client in the workplace that is known or ought reasonably to be known to be unwelcome. Harassment in the workplace may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls. It also includes sexual harassment.

Sexual harassment means: any unwanted sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature that is demeaning to a person because of their gender, when submission to or acceptance of that conduct is made explicitly, or implicitly a condition of a person's employment, the basis for employment decisions affecting that person or when the conduct creates an intimidating, hostile or offensive work environment.

**Policy**

The CCI of Ottawa is committed to building and preserving a safe, harassment-free working environment for its workers, volunteers and clients.

Any act of harassment committed by or against any CCI worker, volunteer or client is unacceptable conduct that will not be tolerated. No one in this workplace shall subject any other person to harassment or allow or create conditions that permit workplace harassment.

**Authority**

The ultimate responsibility and authority for applying this policy rests with the Executive Director and designate(s)

**Implementation**

The policy will be posted in a conspicuous location in the workplace and it will be reviewed by the Human Resources Committee as often as necessary, but at least annually. The policy will become part of the Human Resources Policy Guidelines which are given to each worker at the start of employment.

## **Reporting**

Workers shall not be subjected to reprisal for good faith reporting of harassment in the workplace.

A worker who believes he/she has been harassed by another person in the workplace is expected to make it known to that person as soon as possible in an attempt to resolve the problem.

If the problem is not resolved or if the offended person does not want to speak directly with the other, the offended person should meet with his or her supervisor, or with another manager, in an attempt to find a solution and resolve the problem.

Management must make every effort to resolve the issue between the parties as quickly as possible, if necessary with the assistance of a resource person. Management is duty bound to act quickly upon notification of an official complaint.

If the offensive behaviour persists, complaints of harassment can be addressed through the grievance process described in the Human Resources Policy Guidelines.

## **Complaint Investigation**

Complainants and respondents will receive information related to the complaint in writing, including allegations in accordance with the principles of procedural fairness.

Complainants and respondents can expect to review a copy of any draft report compiled pursuant to investigation of the allegations. They will be informed in writing of the outcome of the investigation and will receive a copy of the final report.

## **Disciplinary Measures**

A worker who subjects another person to harassment 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 Harassment in the Workplace.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date