

<b>Title :</b> <b>Workplace Harassment</b>	<b>Procedure # : 014</b>	<b>Effective :</b> <b>May 17, 2011</b>
<b>Section :</b> <b>Operating Guidelines</b>	<b>Page : 1 of 3</b>	<b>Review :</b> <b>May 2018</b>

<b>Statement</b>	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) is committed to providing a work environment in which all individuals are treated with respect and dignity. STSBHN does not tolerate any form of harassment or unacceptable behaviour in the workplace.</p> <p>STSBHN believes that the prevention of harassment in the workplace is the joint responsibility of the employer and the employee. Any employee who becomes aware of an incident of harassment has a responsibility to report the incident to the Manager of Transportation Services.</p> <p>STSBHN will review the Workplace Harassment Policy on a regular basis, but at least once annually. Amendments will be made as required. The Policy will be posted in a conspicuous spot in the office for all employees to refer.</p> <p>Where the occasion of a complaint of harassment arises, STSBHN may achieve resolution through a formal or informal process. During the process STSBHN will respect confidentiality while ensuring the safety of all its employees.</p> <p>Both parties, the complainant and the accused, require protection; each party has equal rights at all steps throughout the process.</p>
<b>Reference</b>	<ul style="list-style-type: none"> <li>• Occupational Health and Safety Act</li> <li>• Ontario Human Rights Code</li> </ul>
<b>Definition(s)</b>	<p><b>“Workplace Harassment”</b> means engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome; for the purposes of this procedure, unwelcome may include, but is not limited to: sexual comments, jokes, gestures, offensive words on clothing, innuendoes, etc.</p>

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	<p><b>“workplace”</b> refers to any land, premises, location or place where employees perform work or work-related duties or functions.</p> <p><b>“employee”</b> includes any full-time, part-time, probationary, temporary and casual employee as well as volunteers.</p> <p><b>“reprisal”</b> refers to a negative action or omission against an employee who, whether on behalf of oneself or another individual, reports or co-operates in any way in the reporting of workplace harassment;</p>
<p><b>Procedures</b></p>	<p>STSBHN will, in accordance with the <i>Occupational Health and Safety Act</i> and:</p> <ol style="list-style-type: none"> <li>a. Provide all employees with training and information regarding the Workplace Harassment Policy and Procedure,</li> <li>b. Monitor compliance with the Workplace Harassment Policy and review of the Workplace Harassment Policy on a regular basis, once annually at a minimum, and</li> <li>c. Ensure that all complaints of workplace harassment are properly investigated.</li> </ol> <p>All STSBHN employees are expected to:</p> <ol style="list-style-type: none"> <li>a. Familiarize themselves with the Workplace Harassment Policy and attend any related training session,</li> <li>b. Help promote a harassment-free workplace, and</li> </ol>

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<b>Procedure Cont...</b>	<p>c. Refrain from workplace harassment as outlined in the Definition(s) section;</p> <p>d. Immediately report instances of actual or potential workplace harassment, whether directly experienced or witnessed.</p> <p>Any employee who feels that he/she has experienced workplace harassment may file a complaint, without prejudice or fear of reprisal. Complainants and respondents may seek guidance through the Manager of Transportation Services.</p> <p>If the Manager of Transportation Services is the alleged harasser, the employee must contact a member of the Operations Committee.</p> <p>Members of the Operations Committee are the Senior Business Official assigned from each Member Board.</p>
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