



Document Name	Workplace Anti-Harassment Policy
Document Number	7020p
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Purpose	To provide all our employees with a workplace free of harassment, bullying, and discrimination.
Connecting Documents	Not applicable
Connecting Forms	
Connecting Systems	Not applicable

WORKPLACE ANTI-HARASSMENT

EZ STAK is committed to ensuring a workplace free of harassment, bullying, and discrimination. In pursuit of this, EZ STAK will not tolerate any harassment, bullying, or discrimination within the workplace. EZ STAK is further committed to investigating any complaints regarding workplace harassment, bullying, and/or discrimination, using the method of corrective action, up to and including the point of termination of employment for the perpetrator(s).

Canada's Criminal Code specifically lays out matters such as violent acts, sexual assault, threats, and behaviours such as stalking. In the event of any of the above, [Organization Name] will immediately contact the police.

DEFINITIONS

Harassment is defined by the *Ontario Occupational Health and Safety Act* 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." This definition includes sexual harassment, personal harassment, psychological harassment, and bullying.

Workplace harassment does not include reasonable actions taken by an employer or supervisor relating to the management or direction of workers in the workplace.

Note that this Anti-Harassment Policy is administered in conjunction with [Organization Name]'s Human Rights Policy and includes freedom from discrimination under any of the grounds established by the *Ontario Human Rights Code*, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy), sexual orientation, gender identity, gender expression, age (18 and over), marital status (including same sex partners), family status, disability, and record of offences.



Common harassing behaviours can include (but are not limited to):

- Rumour spreading.
- Jokes about sex.
- Email chains with jokes about specific individuals.
- Excluding individuals from work-related activities.
- Reviewing work unfairly or trivial fault-finding; and
- Belittling behaviour or comments.

Harassment can either occur over a period, or in a specific instance, depending on the specific situation.

POLICY

EZ STAK encourages any of its employees who witness or who are victim to harassment, bullying, or discrimination to bring forward the information as soon as possible so that an investigation may immediately commence.

In pursuit of a harassment-free environment, EZ STAK is committed to fully preventing and/or addressing any instances of harassment, including sexual harassment, by:

- Providing education and training to ensure that all employees understand their rights and responsibilities regarding harassment.
- Ensuring that supervisors understand how to respond to incidents of harassment, including how to collect information, how to act, how to deal with confidentiality, how to document, and how to keep records.
- Methodically monitoring or adjusting EZ STAK systems for any barriers, including any barriers regarding any protected grounds laid out in *the Ontario Human Rights Code* and EZ STAK's Human Rights Policy.
- Reviewing their Anti-Harassment program with the Health and Safety Committee or representative, as appropriate.
- Providing a procedure for complaints (outlined below) that is fair, timely, and effective; and
- Ensuring to promote appropriate standards of conduct.

This policy also prohibits any person at EZ STAK who is able to be able to grant or deny a benefit to another employee from sexually soliciting or making advances on that person. This could include co-worker to co-worker, or supervisors and managers to employee. Further, any reprisals for the rejection of these advances are not permitted.

EZ STAK will also not permit the creation of a poisoned work environment, as created by comments or any forms of conduct that are known to be unwelcome. EZ STAK will investigate all complaints to prevent this poisoned environment.



In addition, any employees who experience harassment while in the course of work for EZ STAK have the right to file a complaint without any fear of reprisal. EZ STAK will ensure that an investigation is conducted into any incidents or complaints of workplace harassment, as appropriate.

Employee and Supervisor Responsibilities

All EZ STAK employees have the responsibility to adhere to the contents of this policy and refrain from enacting or condoning any form(s) of harassment. Further, all employees have the responsibility of fully cooperating in any investigations into complaints of harassment.

All EZ STAK supervisors or managers have an additional responsibility of acting immediately upon either receiving a complaint of harassment or witnessing it themselves. Supervisors and managers are responsible for the creation and maintenance of a harassment-free workplace and must immediately investigate as soon as any forms of harassment become known in the workplace.

COMPLAINT PROCEDURE

At EZ STAK, complaints regarding harassment, bullying, or discrimination may be brought forward to:

- Supervisor or Department manager if one of them is not available.
- An alternate report may be made to HR manager if either of the above are the alleged harasser(s).
- Immediately upon receipt of a complaint, an investigation will be started, and additional information and context will be sought. The investigation may include:
 - o A review of the details of the incident.
 - o Separate interview(s) with the parties involved and any witnesses.
 - o Examination of any relevant documents, emails, notes, photographs, or video.
 - o A decision about whether the complaint constitutes workplace harassment; and
 - o the preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings
- EZ STAK will take appropriate measures to ensure that employees and/or witnesses involved in filing the complaint are protected, as necessary. This may include temporary reassignments or shift changes EZ STAK will ensure that these changes do not penalize any employee who brought forward a complaint, or any witness to the complaint.
- EZ STAK will not disclose any information regarding a complaint of harassment (including any identifying personal information of any of the individuals involved), unless the disclosure, if necessary. The disclosure may become necessary for the purposes of investigating the complaint, taking disciplinary action, or as required by law.
- The employee who disclosed the complaint, as well as the alleged harasser (provided they are both employees of EZ STAK), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.



Any reports resulting from an investigation into complaints of harassment, discrimination, or bullying are not considered to be Occupational Health and Safety reports and will not be shared with the committee or the representative.

Note: This policy will be in written form and posted in a conspicuous place at EZ STAK. It will be reviewed as often as necessary, but at least annually.