

Anti-Harassment, Anti-Violence and Anti-Discrimination Policy Version 1.0

Active U

General

The Active U is committed to providing an environment free of discrimination, violence and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities. Under the Ontario *Human Rights Code*, every person has the right to be free from harassment, violence and discrimination. Harassment, violence and discrimination will not be tolerated, condoned or ignored at Active U events or facilities. If a claim of harassment, violence or discrimination is proven, disciplinary measures will be applied, up to and including termination of employee or in the case of member or participant, removing their membership and banning from all Active U events and facilities.

Policy

Active U is responsible for providing all members and employees a harassment-free environment.

The Active U is committed to a comprehensive strategy to address harassment, violence and discrimination, including:

- providing training and education to make sure our members and participants know their rights and responsibilities;
- regularly monitoring;
- providing an effective and fair complaints procedure;
- promoting appropriate standards of conduct at all times.

Harassment at Active U events and facilities is not tolerated. Employees or members who are found to have harassed another individual may be subject to disciplinary action. This policy applies to all current employees of Active U including all members of the organization, full and part-time, casual, contract, permanent and temporary employees, and to all persons who attend at any of The Active U's workspaces, including without limitation, participants, volunteers, and members of the Organization Executive.

The Presidents and the Membership Director will be responsible for making decisions related to this policy. Anyone who feels they have been harassed or discriminated against can email either or both at activeyorku@gmail.com and know that the information will be treated with the strictest of confidentiality. If a person would rather remain anonymous we advise approaching a President or Membership Director after a meeting and speaking to them directly.

Definitions of Harassment is:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work or social environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

Violent behaviour may include:

- hitting;
- throwing objects;
- sexual violence;
- threats, whether conveyed verbally, in writing, or through behaviour;

Procedures

The President(s) are responsible for:

- the administration of this policy;
- reviewing this policy annually, or as required; and
- making necessary adjustments to ensure that this policy meets the needs of the organization.

They are also responsible for:

- ensuring that this policy is applied in a timely, consistent and confidential manner;
- determining whether or not allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated

Members and Employees are responsible for:

- treating others with respect;
- reporting harassment to the President(s) or Membership Director
- cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

Members and Employees can expect:

- to be treated with respect;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

Step-by-Step Procedures for Addressing a Harassment Complaint Filing a Complaint:

1. A person may file a harassment complaint by contacting the President(s) or Membership Director.
2. The complaint may be verbal or in writing.
3. If the complaint is made verbally, the President(s) or Membership Director will record the details provided by the person
4. The person should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable). Complaints should be made as soon as possible but no later than within one month of the last incident of perceived harassment, unless there are circumstances that prevented the person from doing so.
5. The President(s) or Membership Director will tell the person that the harassment complaint has been made against, either in writing or in person, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.
6. Every effort will be made to resolve harassment complaints within 30 days.
7. The President(s) or Membership Director will advise both parties of the reasons why, if this is not possible. If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should request the matter be brought before the Executive.

If a harassment complaint is substantiated, the President(s) or Membership Director will decide what action is appropriate. Remedies for the person who was harassed may include: an oral or written apology; compensation for lost wages; compensation for any lost employment benefits such as sick leave; and compensation for hurt feelings. Corrective action for the person found to have engaged in harassment may include: a reprimand; a suspension; a transfer; a demotion; and/or dismissal. Both parties to the complaint will be advised, in writing, of the decision.

Students of York University are bound by the York University Student Code of Conduct. A person may file a complaint directly with the York University Centre for Human Rights or the Office of Student Community Relations if they are a York University student, or the person they wish to report is a York University student. A person may file a complaint directly with the Seneca College Student Conduct Office if they are a Seneca College student, or the person they wish to report is a Seneca College student.

An employee who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission.

Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

The Active U and all individuals involved in the harassment complaint process, will comply with all requirements to protect personal information.

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The Active U will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of our members and employees.

Enquiries about this policy and related procedures can be made to activeyorku@gmail.com