



Laurentian University's Students' General Association
Association Générale des Étudiant(e)s de l'Université Laurentienne

DISCRIMINATION, HARASSMENT, AND VIOLENCE PREVENTION POLICY

Category:	Human Resources
Administered by:	Chief Operating Officer (COO)
Date Ratified:	May, 2023
Next Review:	May, 2024
Review History:	February 2019

1. PURPOSE

- 1.1 This policy reflects the SGA/AGÉ's commitment to providing a discrimination, harassment, and violence-free environment for its hired, elected, and volunteer positions, and those who come into contact with the individuals within those positions.
- 1.2 The SGA/AGÉ does not tolerate or condone any degree of discrimination, harassment, or violence by anyone associated with the SGA/AGÉ.
- 1.3 It is the responsibility of all staff, and in particular management, to promote harassment-free environments in the workplace, and to report incidents of discrimination, harassment, or violence as they may occur.

2. SCOPE

- 2.1 This policy applies to all SGA/AGÉ employees and its members, including hired, elected, and volunteer positions. It applies to workplace harassment from all sources including the public.
- 2.2 The SGA/AGÉ requires its employees and members to act in accordance with this policy while engaged in meeting duties owed to the SGA/AGÉ and/or acting on behalf of or representing the SGA/AGÉ.
- 2.3 This policy is not intended to be applied to general student-to-student or student-to-University contact within Laurentian University nor within the SGA/AGÉ.
- 2.4 During SGA/AGÉ events or within SGA/AGÉ operations where student-to-student contact takes place, defer to emergency procedures (i.e., calling campus security) if needed.

3. DEFINITIONS

- 3.1 **Discrimination** - Any action which limits or denies, or has the effect of limiting or denying any goods, services, benefits, advantages, opportunities and/or facilities provided by the SGA/AGÉ on the basis of a prohibited ground of discrimination.
- 3.2 **Prohibited grounds of discrimination** – All grounds defined by the Canadian Human Rights Act in the applicable social area, including but not limited to: race, nationality or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offense for which a pardon has been granted or in respect of which a record suspension has been ordered.
- 3.3 **Harassment** - Engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment does not include legitimate performance management issues or a reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace. Conduct and/or behaviors that create an intimidating, bullying, demeaning or hostile working environment also constitute harassment. Harassment includes sexual harassment.
- 3.4 **Sexual Harassment** - Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be

known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

- 3.5 **Member** - Includes executives, managers, hired employees, members of the Board of Directors, volunteers, and SGA/AGÉ agents or representatives.
- 3.6 **Poisoned Environment** - An environment in which harassing or discriminatory behaviors are sufficiently severe and/or pervasive and cause such significant and unreasonable interference in a person's campus community environment that they may be deemed to be creating an intimidating, hostile, and offensive campus community environment. A poisoned environment can interfere with and/or undermine performance and can cause emotional, physical and psychological stress that is not experienced by other employees, volunteers, or students. As such, a poisoned environment results in unequal terms and conditions of employment, involvement, or study and prevents or impairs full and equal enjoyment, involvement, goods, services, benefits, or opportunities.
- 3.7 **Threat** - is a communicated intent to inflict any type of harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm. A conditional threat involves a condition. Veiled threats usually involve body language or behaviors that leave little doubt in the mind of the victim that the perpetrator intends to harm.
- 3.8 **Workplace Violence** - Any behavior, including violent behavior that creates a climate of violence, hostility, or intimidation and includes, but is not limited to: violent or threatening physical contact, direct or indirect threats, threatening, abusive, or harassing phone calls, possession of a weapon on company property, destructive or sabotaging actions against the Association's or an employee's or member's personal property, stalking, violation of a restraining order, threatening acts, or abusive language that leads to tension within the work environment.

4. ADMINISTRATION

- 4.1 The Chief Operating Officer (COO) is responsible for administering the provisions of this policy. In the event the COO is conflicted, the Chairperson of the Board of Directors shall be responsible for administering the policy.

5. PRINCIPLES

- 5.1 The SGA/AGÉ recognizes the potential for violence and harassment in the workplace and will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through this policy. The SGA/AGÉ will not tolerate any type of violence or harassment within the workplace or during work-related activities and will allot whatever time, attention, authority and resources necessary to ensure a safe and healthy working environment for all employees and clients .
- 5.2 The SGA/AGÉ will take every reasonable precaution to protect an employee from physical injury if we become aware, or believe, that domestic violence is a risk.

- 5.3 All acts of discrimination, harassment, and violence are strictly prohibited. All SGA/AGÉ employees and volunteers shall work in compliance with this policy and the supporting programs or policies.
- 5.4 The association will hold all SGA/AGÉ employees, members, and hired, elected, and volunteer persons accountable by imposing discipline and other sanctions in accordance with this Policy and any other corporate policy.

6. EXPECTATIONS AND RESPONSIBILITIES

- 6.1 The SGA/AGÉ Board of Directors shall:
 - 6.1.1 Promote and support employment practices and volunteer opportunities free from discrimination, harassment, and violence;
 - 6.1.2 Ensure the protection of workers from domestic violence in the workplace that would likely cause physical injury to workers in the workplace;
 - 6.1.3 Enforce this policy and ensure compliance by all who have a relationship with the SGA/AGÉ;
 - 6.1.4 Provide educational opportunities that raise awareness of the Laurentian University community on issues associated with diversity and to provide skills-training programs that assist in the handling and prevention of discrimination, harassment, or violence;
 - 6.1.5 Support equal access to services and quality education for students with physical, sensory, and/or learning disabilities; and
 - 6.1.6 Notify appropriately affected employees of other potentially violent employees or persons associated with the SGA/AGÉ.
- 6.2 Executives, Managers, and Supervisors shall:
 - 6.2.1 Report any act of discrimination, harassment or workplace violence to the COO as soon as possible;
 - 6.2.2 Maintain the confidentiality of the individuals concerned;
 - 6.2.3 Work with the COO to create a plan to address the safety of all employees affected as needed.
- 6.3 All employees and members of the SGA/AGÉ shall:
 - 6.3.1 Adhere to the provisions of this policy;
 - 6.3.2 Participate in education and training programs so you can respond suitably to any incident of workplace violence or harassment;
 - 6.3.3 Report all incidents or injuries of violence/harassment or threats of violence/harassment to their supervisor immediately;
 - 6.3.4 Inform the Joint Health and Safety committee (JHSC) or Representative about any concerns regarding the potential for violence/harassment in the workplace;
 - 6.3.5 Refrain from engaging in discrimination, harassment, or workplace violence;

- 6.3.6 Encourage, recognize, and support the use of gender-inclusive language, and, non-discriminatory language where a person(s) identified by a prohibited ground of discrimination is concerned;
 - 6.3.7 Ensure that all projects and events that they work on or have control over remain non-discriminatory and free from any type of harassment;
 - 6.3.8 Not contribute to or willfully ignore the presence of a poisoned environment;
 - 6.3.9 Respect the dignity and human rights of others. All members are responsible for conducting themselves in a way that ensures others are able to function free from harassment and discrimination;
 - 6.3.10 Report any incident of workplace discrimination, harassment, or violence to their supervisor immediately;
 - 6.3.11 In the event of an emergency, to report a threat of violence or to seek assistance, individuals may contact either Campus Security at 705-673-6562 or at ext. 6562.
 - 6.3.11.1 For non-emergencies, employees should report to their immediate supervisor; and
 - 6.3.12 Not ignore threatening or violent behavior. If you witness or experience violence or threats of violence, or feel that a colleague, student, or visitor is likely to become violent, report the situation to a supervisor, person in authority, or Campus Security.
- 6.4 The COO shall:
- 6.4.1 Enforce this policy and monitor compliance;
 - 6.4.2 Identify and alert staff to violent persons and hazardous situations
 - 6.4.3 Investigate all reports or threats of violence/harassment in a prompt, objective and sensitive way;
 - 6.4.4 Hold employees accountable for any instances of discrimination, harassment or violence, respond to and resolve complaints;
 - 6.4.5 Identify corrective actions and respond with appropriate with remedial measures up to and including termination;
 - 6.4.6 Facilitate medical attention and support for those involved;
 - 6.4.7 Ensure compliance with all statutory reporting obligations.

7. REPORTING AND INVESTIGATION

- 7.1 Employees are to report all violence-related incidents or hazards to the COO or a supervisor. If a report is made to a supervisor, they must immediately bring the report to the COO.
 - 7.1.1 This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- 7.2 The COO shall investigate the report and ensure that measures are taken to safeguard employees and curtail the violence or harassment.

- 7.3 No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee.
- 7.4 The employer must report all injuries to the Ministry of Labour (MOL) and Workplace Safety and Insurance Board (WSIB) as required by the Occupational Health and Safety Act and Workplace Safety and Insurance Act.

8. RESPONSE PROCEDURES

- 8.1 Using the incident investigation form, the COO documents all reports of workplace violence/harassment, hazards, and measures taken to address them.
- 8.2 If the resolution of the incident is beyond the authority of the COO, they must make the Chairperson of the Board of Directors aware of the report, who will alert the Governance Committee.
 - 8.2.1 The Governance Committee will involve others in the investigation as appropriate.
 - 8.2.2 Those involved will review incident reports, monitor trends and make recommendations to the Governance Committee for prevention and enhancements to the workplace violence and harassment prevention program.
- 8.3 These findings are shared with the JHSC, which is consulted about any revision to the violence and harassment prevention and training program.
- 8.4 The Governance Committee reviews reports of workplace violence/harassment and ensures that actions are taken.
- 8.5 The COO shall then warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents.
- 8.6 If a violent incident results in a critical injury to a worker, the JHSC representative or worker-designate investigates the incident or injury (Section 9(31) OHS) and reports to the MOL and JHSC.

9. SUPPORT FOR EMPLOYEES AFFECTED BY WORKPLACE VIOLENCE

- 9.1 The COO will respond promptly, assess the situation, and ensure that these interventions are followed:
 - facilitation of medical attention;
 - debriefing (by skilled professional);
 - referrals to community agencies, treating practitioner and employee assistance program;
 - completion of incident reports, WSIB reports, reports to MOL (critical injury or fatality);
 - reporting to police (as required); and
 - team debriefing.

10. RISK ASSESSMENT

- 10.1 Managers, with involvement of employees, shall assess workplace violence hazards in all jobs, and in the workplace as a whole.

10.2 Managers shall review risk assessments annually, as well as when new jobs are created or job descriptions are changed substantially.

11. ACCOUNTABILITY

11.1 All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

12. RECORDS

12.1 All records of reports and investigations of workplace violence and harassment are kept for five years.

13. EDUCATION

13.1 New employees will receive both general and site-specific orientation to the workplace violence and harassment prevention program.

13.2 All employees will receive an annual review of the program's general and site-specific components.

13.3 Any training developed, established and provided will be done in consultation with, and in consideration of, the recommendations of the JHSC.

14. EVALUATION

14.1 This policy will be reviewed annually by the President and COO.

14.2 Any changes to this policy will be ratified by the Board of Directors.