

# Workplace Harassment and Violence Policy

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[www.meadowlinkemployment.com](http://www.meadowlinkemployment.com)

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## **MEADOWLINK EMPLOYMENT SERVICES**

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## Workplace Harassment and Violence Prevention Policy

### General information

Meadowlink Employment Services is concerned for the health and well being of each employee, volunteer, and participant.

All employees should always be treated with courtesy and respect.

Meadowlink is committed to providing a workplace that is safe and free from harassment, intimidation, and any acts of violence or threats of violence in any form.

Meadowlink Employment Services will not tolerate any type of harassment or violence of its employees, board members, volunteers, vendors/ business partners or clients/consumers.

Meadowlink is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. Meadowlink provides ongoing sexual harassment training to ensure an environment free of sexual and other unlawful harassment.

As used in this policy, the term "harassment" includes sexual as well as harassment based on any protected classification such as a person's race, color, sex, sexual orientation, size, religion, ethnic heritage, mental or physical disability, age and/or appearance. Any behavior that fosters a hostile work environment is prohibited.

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Examples of prohibited conduct include racial and ethnic slurs, making offensive references to stereotypes, or jokes about characteristics protected by law. It is not considered harassment, discrimination or other behavioural misconduct of any sort for Meadowlink or a supervisor to enforce job performance and standards of conduct in a consistent manner.

Anti-Bullying Bullying goes beyond the single episode of teasing or fighting. Bullying is a pattern of behavior in which the bully attempts to intimidate his or her victim. Examples of bullying behaviour range from teasing, to extortion, to physical assault, this includes any form of electronic communication.

At Meadowlink all forms of bullying are strictly prohibited. Participants who are observed or discovered to be engaged in bullying are subject to disciplinary procedures.

### Workplace Violence:

Workplace violence is defined as performing actions or using words that endanger or harm another employee or result in another employee having a reasonable belief that he/she is in danger. Any conduct which makes an individual feel endangered is in violation of this policy. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the Meadowlink premises and training sites without proper authorization.

**Examples of workplace violence** amounting to behavioral misconduct include but are not limited to;

- Verbal or physical threats.
- Assaults or other violence.
- Any behaviour that causes others to feel unsafe such as bullying, shouting, or name calling.
- Belligerent, threatening or offensive comments.
- Hitting, pushing, or other similar physical contact, including touching or threats to take such action.
- Gestures or the display of offensive signs or pictures.
- Other aggressive behaviour.

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Conduct that threatens, intimidates, or coerces another employee, a customer, a board member, or a member of the public at any time will not be tolerated, this includes any form of electronic communication.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Any action may be considered harassing if it:

- 1). Creates a hostile, intimidating or offensive work environment;
- 2). Unreasonably interferes with an employee's or board member's work performance; or
- 3). Adversely impacts an individual's employment opportunities.

An employee's conduct will be considered unwelcome and in violation of this policy when the employee should have known that the conduct was unwelcome, or when the person subjected to the conduct voiced his or her objection. Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behaviour and includes gender-based harassment of a person of the same sex as the harasser.

This includes any form of electronic communication.

The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
  - Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
  - Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes.
- Verbal sexual advances or propositions.
  - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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**Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and another verbal or physical conduct of a sexual nature constitute sexual harassment**

- 1). Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- 2). Submission or rejection of the conduct is used as a basis for making employment or volunteering decisions; or,
- 3). The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Reporting, Investigation and Disciplinary Action of Bullying, Violence or Harassment. **Meadowlink** urges any employee or volunteer who believes that he/she has been treated in violation of this Policy to first consider telling the offending party that his/her conduct or behaviour is inappropriate.

However, if an employee or volunteer is not comfortable confronting the offending party, he/she should immediately report the matter to (a) His/her immediate supervisor; or (b) The Executive Director; or (c) If the Executive Director is involved, the Board Chair or any Board Member. Reporting disputes or differences with other employees should be done before the situation escalates.

Meadowlink is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns. All allegations of harassment will be quickly and discreetly investigated.

No employee who makes a good faith allegation will be subject to retaliation. Nor will any employee be retaliated against for participating in any investigation of inappropriate conduct.

Retaliation in response to reports of sexual or other unlawful harassment will not be tolerated and will be subject to disciplinary action, up to and including termination of employment. The investigation will generally consist of interviews with witnesses to the event/conduct, including the complainant and the alleged harasser.

To the extent possible, confidentiality of the person reporting, of any witnesses and the alleged harasser, will be protected against unnecessary disclosure. When the investigation is completed, the complainant and the alleged wrongdoer will be informed of the outcome of the investigation. Meadowlink will take prompt disciplinary action in response to policy violations. Disciplinary action may include termination of employment. If you have questions about this policy, contact the Executive Director for additional information.

## Workplace Harassment and Violence Prevention Policy

**MEADOWLINK** is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including customers, clients, other employers.

Workplace harassment means 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 or workplace sexual harassment. Workplace sexual harassment means:

1. 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 2. 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; Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate manager.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

We further acknowledge that a worker also retains the right to exercise any other legal avenues that may be available.

If a worker needs further assistance, he or she may contact the Joint Health and Safety Committee or their manager. The workplace violence policy should be consulted whenever there are concerns about harassment/Violence in the workplace.



# Workplace Harassment and Violence Prevention Policy

Approved and signed by:



**P.Oberoi**  
**Manager Operations**

**MEADOWLINK EMPLOYMENT SERVICES**

Approved by the Meadowlink Employment Board of Directors in 2019.