

**TORONTO SENIORS HOUSING CORPORATION (TSHC)
Workplace Harassment Policy**

Policy Owner: CGHR Committee	Date Approved: 18 May, 2022
Type: Occupational Health and Safety Policy	Approved By: Board of Directors
Last Reviewed:	Effective Date: 1 June, 2022

Policy Statement

Toronto Seniors Housing Corporation is committed to providing a work environment free of harassment in which all workers are treated with respect and dignity. In accordance with the *Occupational Health and Safety Act*, workplace harassment will not be tolerated from any person including tenants, other workers, supervisors, and members of the public.

This policy is in effect at all Toronto Seniors Housing Corporation Workplaces. Workers, contractors, tenants, visitors, volunteers, and persons engaged in business with Toronto Seniors Housing Corporation are expected to uphold this Policy

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. Workplace sexual harassment means:

- a. 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
- b. 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 person. Workers may file a formal complaint of harassment in writing to Human Resources. If the complaint involves a member of the Human Resources team, the complaint should be directed to the Vice-President of Human Resources or the Chief Executive Officer. If the complaint involves the Vice-President of Human Resources the complaint should be directed to the Chief Executive Officer.

Management will investigate and deal with all complaints of 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 otherwise as required by law.

Workers, contractors, tenants, visitors, volunteers, and persons engaged in business with Toronto Seniors Housing Corporation are expected to adhere to this policy and will be held responsible by the employer for not following. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, he or she may contact their union representative, Joint Health and Safety Committee representative, Human Resources Representative, or Employee and Family Assistance Program Provider.

Compliance and Monitoring

Violation of this policy will result in appropriate remedial

action, legal action, or disciplinary action up to and including immediate termination of employment for cause. In the case of a contractor or vendor, non-compliance can lead to termination of their contract.

Governing and Applicable Legislation

- Occupational Health and Safety Act
- Human Rights Code
- Workplace Safety and Insurance Act
- Criminal Code of Canada

Related Policies and Procedures

- Workplace Harassment Program (HSW1820)
- Workplace Violence Policy (HSW1800)
- Accident/Incident Reporting Procedure (HSW1500)
- Workplace Violence and Harassment Prevention and Crisis Resource Manual (HSW1806)
- Code of Conduct (Employees)
- Human Rights Policy (Staff)
- Human Rights Policy: Procedure for Staff Complaints
- Human Rights, Harassment, and Fair Access Policy - Tenants
- Tenant Representative Code of Conduct
- Accessibility Policy

Commencement and Review

This policy will be reviewed annually or as often as is necessary to ensure that it remains effective.

Revision	Date	Description of changes	Approval
Revision 1			
Revision 2			

Next Scheduled Review Date: