

Toronto Seniors Housing Corporation (TSHC) Workplace Harassment Policy

Policy Sponsor: Director, People and Culture

Approver: Leadership Team

Initial Approval Date: May 18, 2022

Date of Last Revision, if applicable: February 7, 2024

Effective Date: February 7, 2024

Policy Statement

The Toronto Seniors Housing Corporation (TSHC) Workplace Harassment Policy outlines a transparent and consistent approach to be followed when a workplace harassment complaint is received.

Policy Objective(s)

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.

Scope

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.

Definitions

Workplace Harassment: 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.

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

Workplace 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.

Roles and Responsibilities

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 People and Culture. If the complaint involves a member of the People and Culture team, the complaint should be directed to the Director, People and Culture or the Chief Executive Officer. If the complaint involves the Director, People and Culture 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, People and Culture Business Partner, or Employee and Family Assistance Program Provider.

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.

Related Legislation, Regulations, and TSHC Policies:

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

Amendments (Revision History):

Initial policy approved by Corporate Governance and Human Resources Committee on May 18, 2022.

Policy reviewed on February 6, 2024 with the following revisions, approved by Leadership Team on February 6, 2024:

- Revision 1 – update of position titles and People and Culture department name.

Next Scheduled Review Date: February 1, 2025

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

Policy Contact

Director, People and Culture