

Workplace Harassment Policy

Village Glen Co-operative Homes Inc., is committed to providing a work environment in which all individual are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors and workers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in the workplace—a comment or conduct that is known or ought reasonable to be known to be unwelcome.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

This policy is not intended to limit or constrain the reasonable exercise of management's functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment. Any workplace incidents or harassment should be brought to the attention of the manager or supervisor immediately in writing. The manager or supervisor will investigate, and or direct complaint to the Board of Directors. There will be no negative consequences for reports made in good faith.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Adopted this 8th day of July, 2010.

Signed *Shirley Nielsen*
On Behalf of the Board of Director's of Village Glen Co-operative Homes Inc.

Workplace Harassment Program

Measures and procedures for workers to report incidents or workplace harassment to the employer or supervisor may include information about:

- How, when and to whom a worker should report incidents;
- Forms or other reporting mechanisms;
- Roles and responsibilities of employers, supervisors, workers and others in the incident reporting process.

Measures and procedures for how the employer will investigate and deal with incidents and complaints of workplace harassment may include information about:

- How and when investigations will be conducted;
- What will be included in the investigation;
- Roles and responsibilities of employers, supervisors, workers and others;
- Follow up to the investigation (description of actions and timeframe);
- Recordkeeping requirements.

It is the determination of Village Glen Co-operative Homes to investigate any and all incidents of workplace violence or harassment. The Board of Directors, staff, managers and or supervisors endeavour to continue education and training with regards to Workplace Violence and Harassment policies and procedures whenever available.

The Workplace Violence and Harassment policies should be consulted whenever there are concerns about violence and or harassment in the workplace.