

Harassment & Discrimination Free Workplace Policy



Policy Number: HR.13-04
Sub-Topic: Health and Safety
Topic: Health, Safety and Wellness
Applies to: All Employees

The Corporation of the Town of Newmarket (Town) is committed to a harassment and discrimination free workplace by providing the foundation for and maintaining a work environment for employees which is free from harassment. Accordingly, the organization will not tolerate, ignore, or condone workplace harassment or discrimination and considers harassment and discrimination to be unacceptable behaviour, emphasizing education, prevention and zero-tolerance for workplace harassment and discrimination.

- Discrimination is defined as: The unequal treatment of a person based on one of the prohibited grounds identified in the Ontario *Human Rights Code* (“The Code”) which include but not limited to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
- The *Occupational Health and Safety Act* (OHSA) defines Workplace Harassment as: Engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment. Workplace Sexual Harassment means:
 - a) Engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, 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.

A reasonable action taken by the Town or supervisor relating to the management and direction of employees or the workplace is not harassment.

This Policy is implemented through a Workplace Harassment Program (HR.13-04-001). The Program includes procedures regarding roles and responsibilities, communication and training, reporting, investigation, and record keeping.

The Town will ensure the Policy, and the supporting Program are implemented and maintained. All employees are expected to work in a safe and respectful manner and uphold this Policy.

Chief Administrative Officer