



Policy Statement

Policy Number: PHC-HR-10	Subject: Workplace Violence and Harassment Prevention Policy
Section: Human Resources	Total Pages: 2
Effective Date: August, 2010	Revision Dates: August 2016
Approved By: Peterborough Housing Corporation CEO & Board of Directors	

Policy Purpose:

Peterborough Housing Corporation recognizes that every person is entitled to a safe work environment that is free of violence, harassment, sexual harassment and threatening behaviour.

Peterborough Housing Corporation will adhere to the spirit and intent of all applicable legislation governing workplace violence, including, but not limited to, the *Occupational Health and Safety Act* and the *Criminal Code*.

Peterborough Housing Corporation is committed to maintain a workplace where all workers are treated with dignity and respect. There will be zero tolerance of any form of workplace violence, harassment, sexual harassment or threatening behaviour towards workers. Every reasonable effort has been taken to identify possible sources of violence, harassment, sexual harassment or threatening behaviour and to implement procedures to control the risks of same.

This policy will outline Peterborough Housing Corporation's commitment, principles and procedures that will be followed with respect to preventing and stopping violence, harassment, sexual harassment or threatening behaviour in the workplace. Any violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Workplace violence:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

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.

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.
- 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.

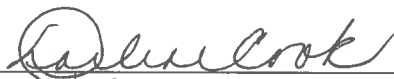
Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace violence, harassment, sexual harassment or threatening behaviour to the Chief Executive Officer.

Management will investigate and deal with all complaints or incidents of workplace violence, harassment, sexual harassment or threatening behaviour 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 violence, harassment, sexual harassment or threatening behaviour.

If a worker needs further assistance, he or she may contact a member of the Joint Health and Safety Committee, a member of their Local Bargaining Unit, or the Employee and Family Assistance Program.

Recommended By: 		
Name Darlene Cook	Title Chief Executive Officer	Date August 2016
Approved By: Peterborough Housing Corporation Board of Directors		Date Aug. 24/16

Supporting Documentation: Workplace Violence and Harassment Prevention Program
Workplace Violence and Harassment Reporting Form