

# OACETT Workplace Harassment Prevention Policy

OACETT is committed to providing a work environment in which all employees are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (including customers, clients, other employers, supervisors, employees, members of the public, association members and volunteers).

Workplace "**harassment**" means:

- *engaging in a course of vexatious comments or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. This includes any inappropriate conduct, comment, display, action or gesture by a person that; adversely affects the employees psychological or physical well-being; and that the person knows or ought reasonably to know would cause an employee to be humiliated or intimidated; and constitutes a threat to the health or safety of the employee.*

Workplace "**sexual harassment**" means:

- *Engaging in a course of vexatious comments or conduct "causing irritation, teasing, pestering or annoyance" against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is 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 staff member 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 employee of the workplace is not workplace harassment.

Workplace harassment is not limited to incidents that occur within a traditional workplace. Work-related harassment can occur at off-site business-related functions (conferences, trade shows), at social events related to work or away from work but resulting from work.

Harassment behaviour in the workplace is unacceptable from anyone. This policy applies to customers, clients, other employers, supervisors, employees, members of the public, association members and volunteers.

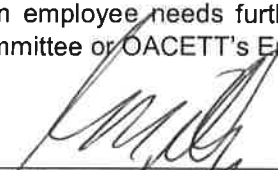
Employees are responsible for attending any training or information sessions provided by OACETT and cooperating with any efforts to investigate and resolve matters pertaining to this policy.


Employees are encouraged to report any incidents of workplace harassment to their immediate supervisor, manager or director and Chief Executive Officer or President in confidence.

Management will investigate and deal with all incidents and complaints of workplace harassment in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

Directors, supervisors, employees, and volunteers are expected to adhere to this policy, and will be held responsible by OACETT for not following it. Employees are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If an employee needs further assistance, he or she may contact, OACETT's Joint Health and Safety Committee or OACETT's Employee Assistance Program (EAP).

  
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Greg Miller  
President

  
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David Thomson  
Chief Executive Officer

Date: Nov 22, 2018

Date: Nov 20/18