



HARASSMENT POLICY

The management of Health and Safety Management College is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Harassment is any behavior, dialogue, action or abuse that is unwanted and personally offensive to the recipient. It is the perception of the target or victim that ultimately determines whether harassment has taken place.

Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, students, instructor contractors, suppliers, visitors, clients, and delivery persons 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 a workplace that is known or ought reasonably to be known to be unwelcome; OHS Act Sec.1 (1).

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 functions in the workplace.

Persons are encouraged to report any incidents of workplace harassment.

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.

There is no negative consequence 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 a person's privacy as much as possible.

I have read and understand the Harassment Policy.

Name: (Please print)

Name: (Please sign)

Date: ____/____/____

DD MM YEAR

Signed: _____ Betty McDonald, President

Date: _____