

APPENDIX A - Policy PER-13

Gravenhurst Public Library

Program to Address Workplace Harassment and Discrimination



Introduction

The Gravenhurst Public Library Board is committed to creating and fostering an environment that is free from workplace harassment and discrimination. This commitment is reflected in **Policy PER-13 Prevention of Workplace Harassment and Discrimination** and will be implemented with use of the program outlined in this appendix.

1. Awareness of Workplace Harassment and Discrimination Policy

The *Prevention of Workplace Harassment and Discrimination Policy* (PER-13) is included in the Library's policy handbook and is posted in the staff room along with this *Workplace Harassment and Discrimination Program* information.

2. Training on Prevention of Workplace Harassment and Discrimination Policy

All employees and volunteers receive information and instruction on the contents of PER-13 and the related program, as part of the initial orientation and renewed on an annual basis. Each person will sign off that they received this training, and this information is included in the training records for employees and volunteers.

3. Reporting Incidents of Workplace Harassment and Discrimination

3.1. Any employee or volunteer subjected to harassment or discrimination in the workplace should discuss the situation with the CEO/Chief Librarian or designate. If there is a complaint against the CEO/Chief Librarian or a conflict of interest, a complaint will be filed with the Board Chair. The Library Board may investigate or designate an individual to investigate and issue a report.

3.2. At any time during a meeting or interview concerning a complaint, both the employee or volunteer lodging the complaint and the person against whom the complaint has been lodged have the right to be represented and accompanied by a person of their choice.

3.3. Any related documents or materials having to do with the complaint are to be made available and the employee or volunteer with the complaint must provide a written report (see Appendix B - Workplace Harassment and Discrimination and/or Violence Incident Report Form) about the events leading up to the complaint which include:

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- 3.3.1. What happened – a description of the events or situation;
- 3.3.2. When it happened – dates and times;
- 3.3.3. Where it happened – location;
- 3.3.4. Who saw the incident – witnesses, if any (Appendix C – Witness Account Form).

- 3.4. In the case of harassment, information about the incident or complaint, including identifying information about any individual involved remains confidential unless disclosure is necessary for the purpose of investigation, taking corrective action, or required by the law.

4. Complaint Investigation and Resolution Procedures

4.1. An investigation that is appropriate in the circumstances is conducted into incidents and complaints of harassment or discrimination. The CEO/Chief Librarian or designate advises the person against whom the complaint has been lodged of the investigation. The Library recognizes and acknowledges that an inspector from the Ontario Ministry of Labour has the power to order the Library Board, as the employer, to have an impartial third party conduct an investigation at the Library's expense and report the outcome of their findings to the complainant.

4.2. The CEO/Chief Librarian or designate conducts and completes a confidential investigation within 30 days. Throughout the process, the investigator keeps all parties informed; interviews the employee or volunteer and; collects evidence, prepares a report, and informs the parties, in writing, of the decision and the underlying reasons for the decision.

4.3. The CEO/Chief Librarian or designate is responsible for imposing any disciplinary or corrective measures.

4.4. Any employee may file a complaint with the Human Rights Tribunal of Ontario when the harassment or discrimination is related to one or more of the Human Rights' Code's prohibited grounds.