

 <p>The College of Naturopaths of Ontario</p>	Policy Type <b>EXECUTIVE LIMITATIONS</b>	COUNCIL POLICIES	
	Title  <b>Workplace Harassment</b>	Policy No.	EL10.03
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*The College of Naturopaths of Ontario 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.*

**Definitions Workplace Harassment** Means engaging in a course of vexatious comments or conduct that is known or ought to be known, to be unwelcome. It may include, but is not limited to, any of the following.

- a) Unwelcome, offensive or objectionable conduct.
- b) Making remarks, jokes or innuendos that demean, ridicule, intimidate or offend; displaying or circulating offensive pictures or materials in print or electronic form.
- c) Bullying.
- d) Repeated offensive or intimidating phone calls or emails.
- e) And sexual harassment.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, though it does not have to, including harassment based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, sexual orientation or disability.

**Sexual harassment** Means any unsolicited conduct, comment or physical conduct of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any of the following.

- a) Unwelcome sexual advance (oral, written or physical).
- b) Requests for sexual favours.
- c) Unwelcome sexual or gender-related comments, innuendos, remarks, jokes or taunts.
- d) Unnecessary physical contact such as patting, touching, pinching or hitting.
- e) Displays of sexually degrading, offensive or derogatory materials such as graffiti or pictures.
- f) And sexual assault.

Accordingly, the Chief Executive Officer (CEO) shall not fail to perform any of the following duties and responsibilities.

- 1 Take whatever steps are reasonable to ensure that the workplace is free from harassment.
- 2 Ensure that all workers are educated about and uphold this policy.
- 3 Ensure that all workers collaborate to prevent workplace harassment.

DATE APPROVED	DATE LAST REVISED
July 30, 2013	September 29, 2021

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- 4 Develop a Workplace Harassment Prevention Program, acceptable to the Council, which implements this policy including but not limited to measures and procedures to protect workers from harassment and a process for workers to report incidents or raise concerns.
- 5 Ensure that this policy and the supporting program are implemented and maintained and that all workers have the appropriate information and instruction to protect them from workplace harassment.
- 6 Ensure that all workers adhere to this policy and the supporting program and that every worker is encouraged to raise any concerns about workplace harassment and to report any incidents.
- 7 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 it is possible.

*This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario (or any successor agency) on a matter related to Ontario's Human Rights Code<sup>1</sup>. A worker also retains the right to exercise any other legal avenues that may be available.*

<sup>1</sup> Please refer to section 34 of the Ontario Human Rights Code for provisions surrounding timing of the filing of an application for review by the Tribunal.

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