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Anti discrimination and harassment policy template

Anti-harassment and anti-discrimination policies make it clear that harassment and discrimination will not be tolerated, and set standards and expectations about behavior. Anti-harassment or anti-discrimination policies should describe the types of discriminatory or harassing behavior and send a message that these issues are taken seriously. Policies should also set out roles and responsibilities. These human rights policies should be linked to existing organizational policies and integrated into the way the organization operates on a daily date. B. Considering harassment is a specific form of discrimination. Because harassment poses unique problems, some organizations have separate policies for harassment and for other forms of discrimination. At the same time, because harassment and discrimination relate to different grounds of the Code that often differ, some organizations have specific policies regarding discrimination and/or harassment based on sexual orientation, race and grounds related to race, gender, gender identity, and gender expression, etc.[14] Anti-harassment and anti-discrimination policies set expectations and standards, while complaints procedures that set out potential violations of these policies will be addressed. Many organizations choose to combine their anti-harassment/anti-discrimination policies and procedures into a single document. In addition, organizations can develop a competition rights policy to address situations where workplace rights may occur in conflict. This policy may be part of broader anti-discrimination/anti-harassment policies or a separate document. OHRC's policy on the right to compete provides guidance on what kind of policy this organization should contain. C. Elements Note: Sample terms are provided in the sections below related to employment, but may be modified to address housing or services. The sample wording provided is just one example. There is no single best policy or procedure. You will always need to review policies and procedures to ensure they comply with applicable human rights laws and policies and are appropriate for your organization. 1. Commitment of the organization A policy must have a clear statement of the organization's commitment to creating and maintaining respect for human rights, and promoting equality and integration. XYZ is committed to providing an environment free from discrimination and harassment where all individuals are treated with respect and dignity, able to contribute fully and have equal opportunities. Under the Ontario Human Rights Code, everyone has the right not to be harassed and discriminated against. Harassment and discrimination will not be tolerated, forgiven or ignored at XYZ. If a complaint of harassment or discrimination is proven, disciplinary measures will be taken, up to including termination of employment. XYZ is committed to a comprehensive strategy to address harassment and discrimination, including: providing training and education to ensure everyone knows their rights and responsibilities to regularly monitor organizational systems for barriers associated with grassroots Rules that provide an effective and fair grievance procedure that promotes appropriate standards of conduct at all times. 2. Policy objectives Should set their own goals, such as promoting human rights within the organization, preventing harassment and discrimination, and identifying principles and standards of behavior. The objectives of this Policy are: Ensure that XYZ members, customers, and partners are aware that harassment and discrimination are unacceptable and inconceivable to its standards, as well as in violation of the law Setting out the types of behaviors that may be considered offensive and prohibited by this policy. 3. The policy must stipulate related activities and the person applying it. In employment, for example, protection codes have been widely explained, including temporary, normal and contracted employees, as well as volunteers. Employees are protected from harassment and discrimination by colleagues, managers and superiors – and they are also protected from the actions of others entering the employment context, such as suppliers or customers. Employees can be protected when out of work, or outside of normal business hours, where activities are connected to the workplace. Because employees have the right to work in an environment free from harassment and discrimination from customers, suppliers or others involved in the employment context, publicly posting policies or providing them to visitors. The Code also requires organizations to avoid harassment and discrimination in the services they provide to the public. This includes dealings with customers, leads and business partners such as suppliers. In rental housing, the right not to be harassed applies to both tenants and applicants. Landlords may be held accountable if they do not take steps to ensure that tenants are protected from harassment by other tenants, or by people visiting the facility, such as maintenance and other support personnel. Freedom from discrimination and harassment extends to all employees, including full-time, part-time, temporary, trial, normal and contract employees, as well as volunteers, cooperative students, internships, and an 40-year-old. Members of the XYZ Organization are also unacceptable to engage in harassment or discrimination when dealing with customers or with others with whom they have professional transactions, such as suppliers or service provider. This policy applies at every level of the organization and working environment and employment relationships, including recruitment, selection, promotion, transfer, training, wages, benefits and termination of contracts. It also includes salaries, overtime, working hours, holidays, job changes, discipline and performance reviews. This policy also applies to events occurring outside the physical workplace such as business trips or corporate parties. 4. Listing and explaining the protected grounds of the Human Rights Code prohibit discrimination in five parts of society, known as social areas - employment, housing, services, contracts and members of trade, vocational and professional associations. Protection is provided based on 17 bases (see below). In your policy, set out the current Code bases, along with definitions as needed. Note that the rule grounds differ slightly, depending on the social area involved. The ground of criminal records applies only in the field of social employment, while public subsidy grounds apply only in housing. Although the Code prohibits discrimination because pregnancy is under the background of sex, it can be helpful for policies that clearly define discrimination and harassment based on pregnancy, since many people are unaware of the protection of this Code. This policy may also note that people may experience discrimination and harassment based on the interference of multiple discriminatory (intersecting) grounds. For example, a person who is harassed because she is a Muslim woman can file a complaint based on both gender and creed. Organizations can choose to extend protection beyond the required scope of the Code. For example, some organizations prohibit any form of psychological harassment, or discrimination and harassment based on political opinion. This policy prohibits discrimination or harassment on the following grounds and any combination of the following grounds: Age Creed (religion) Sex (including pregnancy and lactation) Sexual orientation Gender identity Family status (such as being in a parent-child relationship) Marital status (including marriage, singleness, widowhood, divorce, separation or living in a marital relationship outside of marriage, whether in a same-sex or heterosexual relationship) Disability (including mental relationships, physical disability, development or study) Racial ancestry Where ethnic origin Citizen color profile of the crime (criminal conviction for an act offense of the province, or for an offense for which an amnesty has been received) Association or relationship with a person determined by one based on the Perception that one grounds on application. 5. Identify key concepts Identify key concepts, in accordance with human rights law and policy. Provide examples to clarify the concept. May be useful for providing related concepts, related, such as racism, heterosexuality, ageism, etc., and outlines common manifestations of discrimination related to specific Rules grounds. Refer to the relevant OHRC policies for more information. It's important to note that people who are harassed may not object outside of comments or harassment. People may feel in protest. For example, they may be in a vulnerable situation and fear the consequences of speaking up. It doesn't matter if someone speaks out against it or not to the person making unwanted comments – they can still make a complaint and the behavior can still be found to be harassment. The following behaviors are prohibited: Discrimination: means any form of inequality based on a rule, whether imposing additional burdens or denying benefits. It may be intentional or inadvertent. It may involve actions that directly discriminate on their face, or it may involve rules, practices or procedures that seem neutral, but detrimental to certain groups of people. Discrimination can take obvious forms, or it can happen in very subtle ways. Even if there are many factors influencing the decision or action, if discrimination is a factor, it is a violation of this policy. Harassment: means that a known process of commenting or action, or should be known appropriately, is not welcome. It may involve known words or actions or should be known to be offensive, embarrassing, humiliating, demeaning or uns welcome, based on a discriminatory background defined by this policy. Harassment can occur on the basis of any discriminatory reason. Examples of harassment include: Patterns, comments, jokes or innuendos related to a person's race, gender identity, gender expression, gender, disability, sexual orientation, creed, age, or any other ground posting or circulating offensive images, graffiti or material, whether in print or via e-mail or other electronic means Singling out a person for humiliating or demeaning teasing or joking because they are a member of an opinion code protection group mocking a person for discriminatory characteristics. For example, this may include comments about a person's dress, speech, or other practice that may relate to their gender, race, gender identity, or beliefs. If a person does not explicitly object to harassment, or appears to be accompanying it, this does not mean that the behavior is okay. This behavior can still be considered harassment under the Rules. Sexual and gender harassment: sexual harassment is a form of harassment that may include: Gender-related comments about a person's physical characteristics or style based on gender that a person feels undermines respect for himself or the position of responsibility Unwanted physical contact Porn offensive remarks or innuendoes about members of a specific gender Suggestions for physical intimacy Verbal abuse involving sex, intimidation or mocking Leering or inappropriate staring Bragging about sexual strength or questions or discussion of sexual activities Jokes or comments about sexual nature an employee or customer Vulgar humor or language related to sex Displays sexually offensive images, graffiti or other materials including through electronic means Demand for dates or sexual favors. Sexual solicitation: this policy prohibits sexual solicitation or advancement of any person in a position to grant or deny benefits to the solicitation or advance recipient. This includes managers and supervisors, as well as colleagues where one person is in a position to grant or deny benefits to the other. Retaliation for rejecting such advances or offers is also not allowed. Poisoned environment: the poisoned environment is created by comments or behaviors (including comments or behaviors that are forgiven or allowed to continue with attention management) creating a discriminatory work environment. Opinions or behaviors do not need to be directed at a particular person, and can be from any person, regardless of location or status. A single comment or action, if serious enough, can create a poisoned environment. 6. Roles and responsibilities Set out the roles and responsibilities of the parties present in the organization. All people present in the XYZ organization must maintain and comply with this policy, by refraining from any form of harassment or discrimination, and by fully cooperating in any investigation of harassment or discrimination claims. Managers and supervisors are responsible for immediate action against observations or allegations of harassment or discrimination. Managers and supervisors are responsible for creating and maintaining an organization free from harassment and discrimination, and should address potential issues before they become serious. [14] OHRC's policies, available online in www.ohrc.on.ca, provide examples of specific forms of harassment and discrimination for each of the Code's different grounds. Page 2 Anti-harassment and anti-discrimination policies clarify that harassment and discrimination will not be tolerated, and set standards and expectations about behavior. Anti-harassment or anti-discrimination policies should describe the types of discriminatory or harassing behavior and send a message that these issues are taken seriously. Policies should also set out roles and responsibilities. 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Listing and explaining the protected grounds of the Human Rights Code that prohibit discrimination in five parts of society, so-called social sectors - employment, housing, services, contracts and membership in commerce, commerce, and professional associations. Protection is provided based on 17 bases (see below). In your policy, set out the current Code bases, along with definitions as needed. Note that the rule grounds differ slightly, depending on the social area involved. The ground of criminal records applies only in the field of social employment, while public subsidy grounds apply only in housing. Although the Code prohibits discrimination because pregnancy is under the background of sex, it can be helpful for policies that clearly define discrimination and harassment based on pregnancy, since many people are unaware of the protection of this Code. 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This includes managers and supervisors, as well as colleagues where one person is in a position to grant or deny benefits to the other. Retaliation for rejecting such advances or offers is also not allowed. Poisoned environment: the poisoned environment is created by comments or behaviors (including comments or behaviors that are forgiven or allowed to continue with attention management) creating a discriminatory work environment. Opinions or behaviors do not need to be directed at a particular person, and can be from any person, regardless of location or status. A single comment or action, if serious enough, can create a poisoned environment. 6. Roles and responsibilities Set out the roles and responsibilities of the parties present in the organization. All people present in the XYZ organization must maintain and comply with this policy, by refraining from any form of harassment or discrimination, and by fully cooperating in any investigation of harassment or discrimination claims. 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