

Title: Discrimination, Harassment, and Violence Prevention Policy
Category: Human Resources
Approval authority: SGA/AGÉ Board of Directors
Approval date: February 27th, 2019

1. PURPOSE

- 1.1. This policy reflects the SGA/AGÉ's commitment to providing a discrimination, harassment, and violence-free environment for its hired, elected, and volunteer positions, and those who come into contact with the individuals within those positions. The SGA/AGÉ does not tolerate or condone any degree of discrimination, harassment, or violence by anyone associated with the SGA/AGÉ. It is the responsibility of all staff, and in particular management, to promote harassment free environments in the workplace, and to report incidences of discrimination, harassment, or violence as they may occur.

2. SCOPE

- 2.1. This policy applies to all SGA/AGÉ employees and its members, including hired, elected, and volunteer positions. It applies to workplace harassment from all sources including the public.
- 2.2. The SGA/AGÉ requires its employees and members to act in accordance with this policy while engaged in meeting duties owed to the SGA/AGÉ and/or acting on behalf of or representing the SGA/AGÉ.
- 2.3. This policy is not intended to be applied to general student-to-student or student-to-University contact within Laurentian University nor within the SGA/AGÉ.
- 2.4. During SGA/AGÉ events or within SGA/AGÉ operations where student-to-student contact takes place, defer to emergency procedures (i.e. calling campus security) if needed.

3. DEFINITIONS

- 3.1. **Discrimination:** Any action which limits or denies, or has the effect of limiting or denying any goods, services, benefits, advantages, opportunities and/or facilities provided by the SGA/AGÉ on the bases of a prohibited ground of discrimination.
- 3.2. **Domestic violence:** Deliberate and purposeful violence, abuse and intimidation perpetrated by one person against another in an intimate relationship. It occurs

between two persons where one has power over the other, causing fear, physical, and/or psychological harm. It may be a single act or a series of acts forming a pattern of abuse. Children and young people may experience harm by being exposed to violence in adult relationships, being the direct victims of violence, or a combination of the two.

- 3.3. **Harassment:** Engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment does not include legitimate performance management issues or a reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace. Conduct and/or behaviours that create an intimidating, bullying, demeaning or hostile working environment also constitute harassment. Harassment includes sexual harassment.
- 3.4. **Member:** Includes executives, hired staff, members of the Board of Directors, volunteers, and SGA/AGÉ agents or representatives. Individual members of SGA/AGÉ ratified clubs are governed by the Laurentian University of Sudbury Code of Student Conduct (Non-Academic), the Laurentian University of Sudbury Respectful Workplace and Learning Environment, and the Laurentian University of Sudbury Response and Prevention of Sexual Violence Policy.
- 3.5. **Poisoned environment:** An environment in which harassing or discriminatory behaviours are sufficiently severe and/or pervasive and cause such significant and unreasonable interference in a person's campus community environment that they may be deemed to be creating an intimidating, hostile, and offensive campus community environment. A poisoned environment can interfere with and/or undermine work of academic performance and can cause emotional, physical and psychological stress that is not experienced by other employees, volunteers, or students. As such, a poisoned environment results in unequal terms and conditions of employment, involvement, or study and prevents or impairs full and equal enjoyment, involvement, goods, services, benefits, or opportunities.
- 3.6. **Prohibited grounds of discrimination:** Includes but is not limited to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including gender identity), age, marital status, same-sex partnership status, record of offences, sexual orientation, family status, and handicap.
- 3.7. **Sexual harassment:** Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be 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 worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

- 3.8. **Workplace violence:** Any behaviour, including violent behaviour that creates a climate of violence, hostility, or intimidation and includes, but is not limited to: violent or threatening physical contact, direct or indirect threats, threatening, abusive, or harassing phone calls, possession of a weapon on company property, destructive or sabotaging actions against the Association's or an employee's or member's personal property, stalking, violation of a restraining order, threatening acts, or abusive language that leads to tension within the work environment.

4. ADMINISTRATION

- 4.1. The Chief Operating Officer is responsible for administering the provisions of this policy in conjunction with the SGA/AGÉ Employee Policy and Procedures Manual. In the event the Chief Operating Officer is conflicted, the Chairperson of the Board of Directors shall be responsible for administering the policy.

5. PRINCIPLES

- 5.1. All acts of discrimination, harassment, and violence are strictly prohibited. Every SGA/AGÉ employee and member must work in compliance with this policy and the supporting programs.
- 5.2. The Association will hold all SGA/AGÉ employees, members, and hired, elected, and volunteer persons accountable by imposing discipline and other sanctions in accordance with this Policy and any other corporate policy.

6. EXPECTATIONS AND RESPONSIBILITIES

- 6.1. The SGA/AGÉ shall:
- (1) Promote and support employment practices and volunteer opportunities free from discrimination, harassment, and violence;
 - (2) Ensure the protection of workers from domestic violence in the workplace that would likely cause physical injury to workers in the workplace;
 - (3) Enforce this policy's objectives by establishing a complaints reporting procedure, investigating complaints, and responding where appropriate with remedial measures, up to and including termination;
 - (4) Provide educational opportunities that raise awareness of the Laurentian University community on issues associated with diversity and to provide

skills-training programs that assist in the handling and prevention of discrimination, harassment, or violence;

- (5) Support equal access to services and quality education for students with physical, sensory, and/or learning disabilities; and
- (6) Notify appropriately affected employees of other potentially violent employees or persons associated with the SGA/AGÉ.

6.2. Employees and members of the SGA/AGÉ shall:

- (1) Adhere to the provisions of this policy;
- (2) Refrain from engaging in discrimination, harassment, or workplace violence;
- (3) Encourage, recognize, and support the use of:
 - (a) Gender-inclusive language, and,
 - (b) Non-discriminatory language where a person(s) identified by a prohibited grounds of discrimination is concerned;
- (4) Ensure that all projects and events that they supervise and have control over remain non-discriminatory and free from any type of harassment;
- (5) Not contribute to or willfully ignore the presence of a poisoned environment;
- (6) Respect the dignity and human rights of others. All members are responsible for conducting themselves in a way that ensures others are able to function free from harassment and discrimination;
- (7) Report any incident of workplace discrimination, harassment, or violence to their Director/Supervisor immediately;
- (8) In the event of an emergency, to report a threat of violence or to seek assistance, individuals may contact either Campus Security at 705-673-6562 or at ext. 6562. For non-emergencies, employees should report to their immediate Director/Supervisor; and
- (9) Not ignore threatening or violent behaviour. If you witness or experience violence or threats of violence, or feel that a colleague, student, or visitor is likely to become violent, report the situation to a Director/Supervisor, person in authority, or Campus Security.

6.3. SGA/AGÉ Directors, Managers, and Supervisors shall:

- (1) Report any act of discrimination, harassment or workplace violence to the Chief Operating Officer as soon as possible;
- (2) Maintain the confidentiality of the individuals concerned;
- (3) Work with the Chief Operating Officer and the SGA/AGÉ Employee Policy and Procedures Manual to come up with a plan to address the safety of all employees affected.

7. COMMUNICATION

7.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training, and posted in the workplace as required.

7.2. All members must be trained on this policy annually.

8. EVALUATION

8.1. This policy will be evaluated by the Board of Directors on an as-needed basis.