



The Apple Tree preschool

& Learning Centre

900 Bonacord Ave

Unit #4

Whitby, ON

L1P 1H8

Workplace Harassment Policy

The Apple Tree Preschool is committed to providing a work environment in which all individuals are treated with respect & dignity.

Workplace harassment is 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. Types of workplace harassment include: sexual harassment, teasing; intimidation or offensive jokes or innuendos; display or circulation of offensive pictures or materials; unwelcome, offensive or intimidating phone calls; or bullying. Leering, staring, unwelcome gifts or attention, offensive gestures, spreading rumors and stereotyping could also be considered harassment. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to (see Code for further reference).

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and teachers are expected to uphold this policy, and will be held accountable by the employer.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace (e.g. it is not stereotyping to request a strong healthy 6' man instead of a slight, weak 4' woman to assist in moving heavy furniture).

Workers are encouraged to report any incidents of workplace harassment. Please report to your supervisor at The Apple Tree Preschool as soon as is convenient. If you encounter an incident of workplace harassment that is urgent, compromising you or the work situation, go directly to your supervisor & request their assistance.

Management at The Apple Tree Preschool will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair & timely manner while respecting workers' privacy as much as is possible. Please be observant, make notes of your incident, note any witnesses or participants, time, date, location, any details that will be valuable in the investigation. The Apple Tree Preschool will complete a "Workplace Violence/Harassment Incident" form with you & will review the steps to investigate & control the risks of reoccurrence.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise other legal avenues that may be available.

Marcy Cowan
Director

I have read, understand and comply with this policy.

Employee

Date