Policy Type:	**Human resource**	Policy Number: HR - 05
Policy Title:	**Human rights – discrimination**	Policy Approval Date: May 12, 2014
	And harassment	Policy Review Date: June 12, 2023

SEVERN TOWNSHIP PUBLIC LIBRARY

The Severn Township Public Library Board recognizes the dignity and worth of every person and is committed to providing a workplace free from discrimination and harassment and ensuring that any complaint is resolved quickly and with fairness and confidently.

Managers, supervisors, Board members, volunteers and staff are expected to uphold this policy. Workplace discrimination or harassment will not be tolerated from any person in the Library including co-workers, members of the Board, volunteers, supervisors, clients and family members

Section 1 : Discrimination

1. The Severn Township Public Library adheres to Ontario ***Human rights code*** with respect to rights of freedom from discrimination in employment. "Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability" HRC R.S.O. 1990, Chapter H 10, S 5.1
2. Discrimination may include abuse of authority or position of power as follows :
    a. To endanger a staff member's job
    b. To undermine the performance of that job
    c. To threaten the economic livelihood of the staff member
    d. To interfere with or influence the career of the staff member in any way

Section 2 : Harassment

1. The Severn Township Public Library Board recognizes the definition of harassment as set out in the Ontario ***Human rights act*** and the ***Occupational health and safety act*** both of which define harassment as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.
2. Prohibited harassment in the library workplace includes grounds under the Ontario ***Human rights code*** (race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability)
3. The ***Occupational health and safety act*** does not prescribe the nature of harassment however, prohibited harassment in the Library workplace includes that which is personal in nature and not necessarily based on identification with a recognized group
4. Harassment may include :
    a. Making remarks, joke or innuendos that demean, ridicule, intimidate or offend
    b. Displaying or circulating offensive pictures or materials in print of electronic form

    c. Bullying
    d. Repeated offensive or intimidating phone calls or emails
    e. Inappropriate sexual advances, suggestions or requests
5. Uninvited sexual touching will be considered assault and reported to police

Section 3 : Responsibilities and false reports

1. The CEO must follow and maintain a workplace discrimination and harassment program. See Appendix A.
2. The program will set out :
    a. Procedures for reporting incidents of workplace discrimination and harassment
    b. The process for dealing with and investigating complaints
3. Employees who are found to have made false or malicious complaints will be subject to disciplinary action
4. This policy will be reviewed periodically by the Board.

Appendix A : Workplace discrimination and harassment program

1. Awareness about Workplace Discrimination and Harassment Policy and program, Coldwater Public Library's Human rights policy, which addresses both workplace discrimination and harassment, will be posted in the Library's policy binder.
2. Reporting incidents of Workplace discrimination and harassment
   The Coldwater Public Library encourages any staff member or volunteer who believes that he or she has been subjected to discrimination or harassment to discuss the situation with the CEO
   In the event that there is a complaint against the CEO or a conflict of interest, a complaint shall be filed with the Board Chair. The Board may conduct an investigation or designate an individual to investigate and issue a report.
   At any time during a meeting or interview concerning a complaint, the staff member lodging the complaint has the right to be represented and accompanied by a person of his or her choice. The same right is also granted to the person against whom the complaint has been lodged.
   The Staff member with a complaint must provide written notes about the events leading up to the complaint which include :
   a. What happened – a description of the events or situation
   b. When it happened – dates and times
   c. Where it happened
   d. Who saw the incident, if anyone

   As well, any related documents or materials having to do with the complaint are to be made available.

3. Complaint resolution procedure
   If the staff member chooses to pursue the Complaint resolution procedure, the CEO will advise the person against whom the complaint has been lodged.
   The CEO begins a confidential investigation immediately and finishes within 30 days. Throughout the process, the investigator keeps all parties informed, interviews the staff concerned and witnesses, collects evidence, prepares a report and informs the parties in writing of the decision and the underlying reasons.
   The CEO is responsible for imposing any disciplinary or corrective measures.
   Any staff member may file a complaint with the Ontario human rights commission when the harassament or discrimination is related to one or more the human rights codes prohibited grounds – race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion) sex, sexual orientation, disability, age, marital status, family status, receipt of public assistance, record of offences