# Workplace Harassment Prevention Program

## Policy Statement

The University of Guelph has instituted a Workplace Harassment Prevention policy, 851.01.18, promoting a workplace that is harassment free. The Workplace Harassment Prevention Program ("Program") supports this Policy.

## Reporting Procedures

Any member of the University community who has reason to believe that they have been treated in a manner that violates the Workplace Harassment Prevention Policy 851.01.18, or who witnesses behaviour that might contravene this Policy, is encouraged to contact their supervisor or a person in authority.

***Workers:***

(a) Workers who believe they have been treated in a manner that violates the Policy should contact their supervisor, or in the case of an allegation against a supervisor, a person in authority.

(b) If comfortable, the employee can make it clear to the individual that their behaviour or language is not welcome. If uncomfortable approaching the individual, contact your supervisor, or in the case of an allegation against a supervisor, a person in authority for assistance.

(c) Complete a Workplace Harassment Reporting Form and submit it to Occupational Health and Wellness (OHW).

***Supervisors*:**

(a) If a worker contacts you regarding an alleged case of workplace harassment, take appropriate steps to address the situation.

(b) Complete the Workplace Harassment Reporting Form [1] with the worker and submit to Occupational Health & Wellness.

## Workplace Harassment Report Intake and Investigation

All Workplace Harassment Reporting forms received by OHW will be forwarded to the appropriate until as follows:

1. For All Non-Academic Staff -

- ***Human Resources:***
  Investigations will be conducted through Staff Relations.
  Contact: Erin Detlor at edetlor@uoguelph.ca [2] or (519) 824-4120 ext. 53163

2. For Faculty, Sessional Lecturers and Teaching Assistants: UGFA and CUPE 3913 (unit 1 & unit 2) members only -

- ***Faculty and Academic Staff Relations, Office of the Provost:***
  Investigations will be conducted through Faculty and Academic Staff Relations (FASR)
  Contact; Laurie Arnott at l.arnott@exec.uoguelph.ca [3] at (519) 824-4120 ext. 53915

3. Investigations into allegations of sexual harassment will be conducted through

- ***Office of Diversity and Human Rights:***
  Contact: www.uoguelph.ca/diversity-human-rights [4] at (519) 824-4120 at ext. 53000 or at dhrinfo@uoguelph.ca [5]

4. Investigations into allegations of unwanted or threatening behaviour, which may lead to acts of violence, will be conducted through

- ***Campus Safety Office and/or the Local Policing Authority:***
  Contact: https://cso.uoguelph.ca/ [6] at (519) 824-4120 extension 2000 at info@cso.uoguelph.ca [7]

The person(s) conducting the investigation will gather all relevant information from the appropriate parties prior to rendering a decision, determination and/or recommendation. The Respondent (alleged harasser) will be given the opportunity to respond to the specific allegations raised by the worker.

Information obtained about a complaint or incident of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect the worker, investigate, take corrective action or otherwise as required by law.

## Reporting

The Complainant, who allegedly experienced the workplace harassment and the Respondent, if they are a worker of the University, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the University to address workplace harassment.

## Resources

- ***Human Resources:*** Investigations will be conducted through Staff Relations
  Contact: Erin Detlor at edetlor@uoguelph.ca [2] at (519) 824-4120 extension 53163
- ***Faculty and Academic Staff Relations, Office of the Provost:***
  Investigations will be conducted through Faculty and Academic Staff Relations (FASR)
  Contact; Laurie Arnott at l.arnott@exec.uoguelph.ca [3] at (519) 824-4120 at extension 53195
- Office of Diversity and Human Rights [4] at (519) 824-4120 at extension 53000 or at dhrinfo@uoguelph.ca [5]
- ***Campus Safety Office and/or the Local Policing Authority:*** In situations involving unwanted or threatening behaviour, which may lead to acts of violence, all members of the University community are strongly advised to contact Campus Safety Office [6] at (519) 824-4120 extension 2000 at email info@cso.uoguelph.ca [7].
- ***Unions & Employee Groups:*** When members of unions or employee groups are exposed to instances of unwanted or threatening behaviour, the union or employee group would be a useful resource.
  Contact: List of Union Contacts & Contact Information [8] or (519) 824-4120 extension 56598

**Additional Information is available at the following websites:**

Ontario Ministry of Labour Workplace Violence and Harassment [9]

Occupational Health and Safety Act [10]

Workplace Harassment Prevention Policy [11]

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**Source URL:**https://www.uoguelph.ca/hr/hr-services/environmental-health-safety-ehs/ehs-policies/university-guelph-workplace-harassment-prevention-program

**Links**
[1] https://www.uoguelph.ca/hr/system/files/Workplace%20Harassment%20Reporting%20Form_1.pdf [2] mailto:edetlor@uoguelph.ca [3] mailto:l.arnott@exec.uoguelph.ca [4] http://www.uoguelph.ca/diversity-human-rights [5] mailto:dhrinfo@uoguelph.ca [6] https://cso.uoguelph.ca/ [7] mailto:info@cso.uoguelph.ca [8] https://www.uoguelph.ca/hr/hr-services-staff-relations/employee-group-contact-information [9] http://www.labour.gov.on.ca/english/hs/topics/workplaceviolence.php [10] http://www.ontario.ca/laws/statute/90o01 [11] https://www.uoguelph.ca/hr/policies/harassment-prevention-workplace-policy [12] https://www.uoguelph.ca/hr/page-category/policy