Workplace Harassment Prevention Policy

Effective: September 2010
Revised: January 2025
Reviewed: October 2026
Signature/Position: Vice-President, Finance & Operations

Applicable Legislation:

The Occupational Health and Safety Act (OHSA), R.S.O. 1990
Ontario Human Rights Code, R.S.0. 1990 Chapter H.19

Applicability:

This Policy applies to all workers as defined by the *OHSA* and includes all employees of the University, while acting in a capacity defined by their relationship to the University. This Policy addresses Workplace Harassment from all sources such as employees, customers, contractors, students and members of the public.

Definition:

Workplace Harassment means:

Engaging in a course of vexatious comment or conduct against a Worker, in a workplace, including virtually through the use of information and communications technology that is known or ought reasonably to be known to be unwelcome or Workplace Sexual Harassment (see below)

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace Sexual Harassment means:

(a) Engaging in a course of vexatious comment or conduct against a worker in a workplace including virtually through the use of information and communications technology 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

(b) 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.

Policy Statements:

1. Workplace Harassment is prohibited at the University of Guelph.
2. Workers are encouraged to report Workplace Harassment. Managers and supervisors are responsible for responding to allegations of Workplace Harassment in accordance with this Policy.
3. The University will investigate all complaints or incidents of Workplace Harassment as appropriate, in a fair, respectful and timely manner and in accordance with its policies and employee agreements.

4. Information provided about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.
5. Complaints or allegations of Workplace Harassment should immediately be reported to a supervisor or a person of authority.
6. It is a breach of this Policy for any person to take reprisal against any individual because they have participated in a process under this Policy. A written allegation of reprisal will be treated as a complaint under this Policy.

To report a harassment see the Workplace Harassment Reporting Form [1]

For further reference see the Workplace Harassment Prevention Program [2]

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Links
[1] https://www.uoguelph.ca/hr/system/files/Workplace%20Harassment%20Reporting%20Form_0.pdf [2] https://www.uoguelph.ca/hr/policies/university-guelph-workplace-harassment-prevention-program [3] https://www.uoguelph.ca/hr/page-category/policy