Resources

Human Resources:
Contact: Erin Detlor
edetlor@uoguelph.ca
(519) 824-4120 ext. 53163

Faculty and Academic Staff Relations, Office of the Provost:
Contact: Laurie Arnott
l.arnott@exec.uoguelph.ca
(519) 824-4120 ext. 53195

Diversity and Human Rights Office

The DHR serves as the focal point and primary resource to all members of the University community on matters involving human rights issues.

Contact: www.uoguelph.ca/diversity-human-rights/
(519) 824-4120 ext. 53000
dhrinfo@uoguelph.ca

Campus Safety Office

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.

Contact: Campus Safety Office
https://cso.uoguelph.ca/
519-824-4120 ext. 52000
info@cso.uoguelph.ca

Unions & Employee Groups

When members of unions or employee groups are exposed to in-stances of unwanted or threatening behaviour, the union or employee group would be a useful resource.

Contact: List of Union Contacts & Contact Information:
www.uoguelph.ca/hr/hr-services-staff-relations/employee-group-contact-information or (519) 824-4120 ext. 56598

Available Information

Information on the Workplace Harassment Prevention Policy and Program
and access to the
Workplace Harassment Reporting Form
can be found on the
Human Resources website under
HR Services/ Environmental Health and Safety

Additional Information is available at the following websites

Ministry of Labour, Immigration, Training and Skills Development (MLITSD):

Workplace Violence & Workplace Harassment:

https://www.labour.gov.on.ca/english/hs/topics/workplaceviolence.php

Ontario Occupational Health & Safety Act:

https://www.ontario.ca/laws/statute/90o01

UNIVERSITY OF GUELPH | Health, Safety & Wellness
Human Resources

UNIVERSITY OF GUELPH

Workplace Harassment Prevention Policy & Program

The University of Guelph has instituted a Workplace Harassment Prevention Policy, 851.01.18, and a Program to support it. 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.

Workplace Harassment is defined in the Occupational Health and Safety Act as:

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 to reasonably be known to be unwelcome, or workplace sexual harassment. 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.

Workplace Harassment Prevention Policy 851.01.18

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.

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) by fax (519) 780-1796 or email ohw@uoguelph.ca.

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 with the worker and submit to Occupational Health & Wellness (OHW).

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.

Harassment Report Intake and Investigation

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

1. For All Non-Academic Staff:
   Human Resources
   Investigations will be conducted through Staff Relations.
   Contact: edetlor@uoguelph.ca
   (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: l.arnott@exec.uoguelph.ca
   (519) 824-4120 ext. 53195

3. Investigations into allegations of sexual harassment will be conducted through the ***Office of Diversity and Human Rights (DHR)***.
   Contact: www.uoguelph.ca/diversity-human-rights
   (519) 824-4120 ext. 53000
   dhrinfo@uoguelph.ca

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://www.uoguelph.ca/police/
   (519) 824-4120 ext. 2000
   info@police.uoguelph.ca

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.