



ORGANIZATIONAL POLICY AND PROCEDURE MANUAL

Section: Human Resources - Health & Safety

Workplace Harassment, Sexual Harassment & Discrimination Policy Statement	Date Approved:	September 2022
	Director Responsible:	Vice President of People & Culture
	Date for Review:	September 2023

Workplace Harassment, Sexual Harassment & Discrimination Policy Statement

KidsAbility is committed to providing a safe and respectful work environment for all employees, clients, students, and volunteers. The work environment will be respectful where all individuals are treated professionally, and everyone’s unique talents and perspectives are valued.

Workplace Harassment is defined as “unwelcomed conduct such as intimidating or being hostile towards another individual due to their: age, disability, marital status, national origin, race or colour, religion, sex, sexual orientation or gender identity or 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 Sexual Harassment means:

1. Engaging in a course of vexatious comment or conduct against a worker in a workplace 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
2. Making 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 reasonable to know that the solicitation or advance is unwelcome.

The “workplace” includes all KidsAbility sites, out in the community, childcare centers, schools and home visits and off-site events and meetings held on behalf of the business.

Workplace harassment, workplace sexual harassment or discrimination will not be tolerated at KidsAbility. The Canadian Human Rights Act, Canada Labour Code, the provincial Human Rights Code and the Occupational Health and Safety Act protect us all from harassment.

The Workplace Harassment program at KidsAbility will clearly define the procedures to protect employees, students and volunteers from workplace harassment or workplace sexual harassment, a means of summoning immediate assistance, and a process for worker to report incidents or raise concerns whether they are being harassed or have knowledge of someone being harassed within the organization. Employees, students, and volunteers are encouraged to report any incidents of workplace harassment, sexual harassment, or discrimination to their direct supervisor.

KidsAbility will treat all complaints of harassment seriously, whether they are made formally or informally. KidsAbility will act on all complaints to ensure they are resolved quickly, confidentially, and fairly. Information provided about the incident or about the complainant will not be disclosed except as necessary to protect employees, to investigate the complaint or incident, to take corrective action or as otherwise required by law. Disciplinary measures may be taken if a person has been found to harass an individual or group of individuals.

All KidsAbility employees, students, and volunteers, are expected to adhere to this policy and will be held responsible by the Employer for not following it. Employees will not be penalized or disciplined for reporting an incident in good faith or for participating in an investigation involving workplace harassment.

Linda Kenny

Linda Kenny, CEO

September 1, 2022

Date

On Site Manager
Most Senior on Site

September 1, 2022
Date