



# Workplace Harassment

## Human Resources

### Policy

The Brantford Public Library is committed to providing a work environment in which all individuals are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including workers and members of the public. The Brantford Public Library will take every reasonable precaution to protect the safety and well being of its employees. Workplace Harassment means:

1. Engaging in a course of vexatious (damaging/humiliating) 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. Including, but not limited to: bullying, teasing, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, and offensive or intimidating phone calls. Or,
2. Workplace sexual harassment.
  - 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 or comment is known or ought reasonably to be known to be unwelcome, 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.

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

The Brantford Public Library has a workplace harassment prevention program that implements this policy. It includes measures and procedures to protect workers from workplace harassment, a means of summoning assistance and a process for workers to report incidents, or raise concerns. This program also outlines the process for a fair, respectful, and timely investigation of any report regarding workplace harassment. Information provided about an incident or a complaint will not be disclosed except as necessary to protect workers, to conduct investigations, to take corrective action, or as otherwise required by law.

The Brantford Public Library will ensure this policy and the workplace harassment prevention program is implemented and maintained. Management is responsible for communicating the policy and procedures to workers in order to ensure that they have the information they need to protect themselves. Every worker must work in compliance with this policy and all workers are encouraged to raise any concerns about workplace harassment and are required to report any

incidents. This policy further prohibits all reprisal against any individuals who report in good faith, any incidents of harassment or act as witnesses.

If a worker needs further assistance, he or she may contact CUPE Local 181, the Joint Health and Safety Committee, the Human Rights Legal Support Centre, or the Employee Assistance program.

## History

**Supersedes:** Not applicable

**Background documents, related policies:** Health & Safety Policy, Workplace Violence Policy, Violence and Harassment Program, Occupational Health & Safety Act

**Approval Date:** June 2017

**Revision History:** June 2018, June 2019, June 2020, May 2021, March 2022, August 2023, June 2024, June 2025

**Projected Review Period:** Annual

**Author:** Corporate Services Administrator; Reviewed by Joint Health and Safety Committee

**Approval Level:** Brantford Public Library Board