What should you do if you experience harassment?

- Report any incident of workplace harassment experienced or observed to your Management Supervisor.

How will the University respond to your concern?

- Your manager may try to resolve the concern informally.
- If the concern is not resolved informally, a Formal Complaint process will be initiated.

What if the incident involves disruptive student behavior in an academic setting?

- The manager should refer to the Guidelines for Managing Disruptive Student Behaviour in Academic Settings at http://vpap.info.yorku.ca/guidelines -for-managing-disruptive-student-behaviour-in-academic-settings/
- You are also encouraged to refer to the Guidelines as well.

How is it ensured that the Formal Complaint process is fair?

- The Respondent will be informed of any and all allegations.
- The Respondent will be provided with the opportunity to respond.
- A decision will be made by an impartial decision-maker.
- In the event of conflict of interest, appropriate measures will be taken.

No Reprisal

There will be no reprisal against workers who have made good faith complaints or provided information regarding a complaint or incidence of workplace harassment. However, a worker who makes a false complaint or otherwise abuses this program may be disciplined up to and including dismissal from employment.

Confidentiality

The identities of all complainants, respondents and witnesses, and the nature of the complaint itself will be kept confidential and only persons with a need to know will be informed.

FOR MORE DETAIL INFORMATION ON THE WORKPLACE HARASSMENT PREVENTION PROGRAM, REFER TO THE DEPARTMENT OF OCCUPATIONAL HEALTH AND SAFETY WEBSITE:
http://www.yorku.ca/dohs/programs.html

What you need to know as a worker

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York University believes that every employee has the right to work in an environment free of harassment. Every worker also has the responsibilities to eliminate harassment in the workplace.

What is Workplace Harassment?

Under the Occupational Health and Safety Act, workplace harassment means “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably known to be unwelcome”.

What are examples of harassment?

- Unwelcome words or actions that are known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers.
- Behaviour that intimidates, isolates, or discriminates against a worker or group of workers.
- Repeated words or actions, or a pattern of behaviours, against a worker or group of workers in the workplace that are unwelcome.

Workplace Harassment does not include:

Rudeness, unless extreme, demotion, legitimate performance management, operational directives, job assignments, inadvertent management errors, or a single incident unless grave or harmful.

It is a shared responsibility for everyone to:

- Create and maintain an environment free of workplace harassment and to act respectfully towards each other.
- Make every effort to work toward the resolution of complaints by all those affected.
- Report to the attention of their Management Supervisor any workplace harassment that is experienced or observed and to participate in the investigation of the complaint.
- Ensure the preservation of a productive, safe and peaceful learning environment.