

<b>Policy Name:</b>	Workplace Harassment Prevention
<b>Originating/Responsible Department:</b>	Office of Risk Management
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	June 2010
<b>Last Updated:</b>	December 2023
<b>Mandatory Revision Date:</b>	December 2024
<b>Contact:</b>	Executive Director, Office of Risk Management

**Policy:**

Carleton University is committed to the protection of the health, safety, and wellbeing of all members of the University community. As such, the University will take all precautions reasonable to provide and maintain a respectful learning and working environment that is free of harassment, including sexual harassment. Harassment will not be tolerated in the workplace, and if identified, will be addressed immediately.

This policy will be implemented through a supporting workplace harassment prevention program that will provide an overall framework for addressing harassment under the Human Rights Policies and Procedures, the Sexual Violence Policy, the Human Resources Policies, and the Students Rights and Responsibilities Policy. The Workplace Harassment Prevention Program will be reviewed annually.

**Purpose:**

This Policy fulfills the legal obligations under the Occupational Health and Safety Act for a Workplace Harassment Prevention Policy which is renewed annually. Further, this Policy confirms the university's commitment to ensure a respectful learning and working environment that is free of harassment, including sexual harassment.

**Scope:**

This policy applies to all university community members including faculty, staff, students, contractors, volunteers, and visitors.

This policy applies on University premises, while conducting University business, at University functions or social events, or when members are interacting through social or other electronic media.

**Definitions.**

“Workplace Harassment”, as defined by the Occupational Health and Safety Act, means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- workplace sexual harassment;

“Workplace Sexual Harassment”, as defined by the Occupational Health and Safety Act, means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct 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.

Workplace harassment does not include legitimate performance management and legitimate exercise of academic freedom.

**Procedure:**

*Reporting*

- Harassing behavior shall not be ignored. Employees shall report any incidents of Workplace Harassment that have been experienced or witnessed. Reports should be directed to a Manager/Supervisor or to Human Resources or the Deputy Provost's Office. Workplace sexual harassment reports shall be reported in accordance with the Sexual Violence Policy.
- In the event of an emergency, Campus Safety Services should be contacted at (613) 520-4444.
- There will be no negative consequences for persons making reports in good faith.

*Investigation*

- The University will investigate and deal with all reports of workplace harassment in a fair and timely manner, respecting the confidentiality of all persons involved as much as possible.
- The results of the investigation and corrective action will be communicated to the worker(s) involved as required by law.

**Roles and Responsibilities:**

All employees are responsible for complying with all applicable health and safety requirements; including legislated requirements and University policies and procedures. This includes successful and timely completion of Respect and Safety Training (formerly Workplace Violence and Harassment Prevention), as well as periodic refresher training as directed. Employees are responsible for complying with this policy and the Workplace Harassment Prevention [Program](#).

Persons with authority to direct the work of, and/or assign tasks to others are supervisors and managers and are responsible for ensuring that safe and healthy work conditions are maintained and that safe work practices are followed in their assigned areas. Managers/Supervisors will inform their direct reports of the requirements of this policy and the Workplace Harassment Prevention Program and will ensure that these requirements are followed.

Students are responsible for acting in a manner that protects the health and safety of themselves and others and for complying with all applicable health and safety requirements. Students must adhere to the requirements outlined in the Student Rights and Responsibilities Policy.

The University will hold employees, students, volunteers and visitors accountable and will impose discipline and other sanctions up to and including discharge, expulsion, and trespass notices for violation of this policy. The University may also initiate criminal or civil proceedings against persons who engage in workplace harassment.

**Contacts:**

Executive Director, Office of Risk Management  
Vice-President (Students and Enrolment) and University Registrar  
Deputy Provost (Academic Operations & Planning)  
Associate Vice-President (Human Resources)  
Director, Environmental Health and Safety  
Director, Campus Safety Services  
Associate Vice-President, Equity and Inclusive Communities  
Director, Staff and Labour Relations (Professional Services)  
Director, Labour Relations (Academic)

**Links to related Policies:**

Access to Information and Privacy Policy  
Environmental Health and Safety Policy  
Hazard Reporting Policy  
Human Rights Policies and Procedures  
Sexual Violence Policy  
Human Resources Policies  
Students Rights and Responsibilities Policy  
Workplace Violence Prevention Policy