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. 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 Human Resources Policies, and the Students Rights and Responsibilities Policy.

Scope:

This policy applies to all faculty, staff, students, contractors, volunteers, and visitors.

This policy applies on University premises, while conducting University business, or at University functions or social events.

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 be known to be unwelcome.

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

Responsibilities:

All employees are responsible for complying with all applicable legislated requirements and University policies and procedures this includes successful and timely completion of Workplace Violence and Harassment Prevention Training (Respect and Safety). Employees are responsible for complying with this policy and the Workplace Harassment Prevention Program.
Persons with authority to direct the work of and assign tasks to others are supervisors or 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 are responsible for adhering 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.

**Procedures:**

**Reporting**

Harassing behavior shall not be ignored. Employees are strongly encouraged to raise any concerns about workplace harassment and to report any incidents. Reports should be directed to a Manager/Supervisor or to Human Resources.

In the event of an emergency, the Department of University Safety 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 privacy of all persons involved as much as possible.

**Related Information**


**Contacts:**
Assistant Vice-President (Facilities Management and Planning)
Assistant Vice-President (Human Resources)
Associate Vice-President (Students and Enrolment)
Director, Equity Services
Director, Department of University Safety
Assistant Director, Environmental Health and Safety