



大多倫多中華文化中心

**Chinese Cultural Centre for Greater Toronto**

- 1.1 Health and Safety Policy**
- 1.2 Violence in the Workplace Policy**
- 1.3 Discrimination and Harassment in the Workplace Policy**

**Updated March  
1, 2019**

## **1.1 Health & Safety Policy**

Chinese Cultural Centre of Greater Toronto (herein after referred to as CCC) is committed to promoting a safe and healthy workplace for all employees, members and their guests, contractors, and visitors. CCC is committed to preventing accidents and injuries and any losses related to its resources and physical assets.

In pursuit of our commitment, CCC has developed, implemented and will enforce such policies and procedures that promote and provide a healthier, safer work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements. We will strive to eliminate any foreseeable hazards which may result in accidents, personal injury/illness and property damage.

We are committed to working closely and proactively with the Operation Committee with an aim to preventing injuries and accidents within our facilities and on our work sites. We recognize that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active employee involvement is encouraged and in conjunction with good management will help to control the potential for accidents. Safety must not be delegated. It is the direct responsibility of all managers, supervisors, employees, and contractors.

All management activities will comply with CCC safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

## **1.2 Violence in the Workplace Policy**

### **Zero Tolerance Policy with Regard to All Forms of Workplace Violence**

CCC takes employee personal safety at work seriously and has a zero-tolerance policy with regard to all forms of workplace violence. Violations of this Policy will result in prompt disciplinary action, up to and including immediate termination of employment.

### **Violent or Threatening Behavior is Prohibited**

CCC values and workplace policies prohibit physical aggression or threats of harm toward others, regardless of whether the conduct is verbal, written or implied by gestures and other non-verbal behavior. There are absolutely no circumstances which justify physical assaults or threats of harm of any nature toward others in the workplace, while on CCC premises or while performing CCC business outside of the workplace. In applying this policy, behavior which could reasonably be interpreted as a threat of harm will not be tolerated, regardless of the individual's intention in communicating the message.

## **Weapons in the Workplace are Prohibited**

Consistent with CCC's commitment to providing a safe workplace, firearms are never permitted in the workplace, or when conducting CCC business outside of the workplace. Firearms are prohibited in personal vehicles parked on CCC premises, unless expressly authorized by law. Other weapons or potentially dangerous materials that are not required for the performance of your job duties are also prohibited on CCC's premises and when conducting CCC business outside of the workplace.

## **Employee Responsibility to Report Violations of this Policy**

If you experience or observe conduct or behaviors that are (or appear to be) inconsistent with this policy, it is your responsibility to report the conduct immediately to your immediate manager/supervisor and the Operation Committee. If following the reporting procedures set forth herein is not practical or reasonable under the circumstances the individuals should promptly contact the local police for assistance. Individuals who report violations of this policy in good faith and/or who participate in an investigation of a violation of this policy will not be subject to retaliation by CCC with regard to their terms and conditions of employment.

## **Governance**

The Operation Committee of CCC shall review this Policy at least biennially.

# **1.3 Discrimination and Harassment in the Workplace Policy**

## **Commitment**

CCC is committed to providing an environment free of discrimination and harassment where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities.

Under the Ontario *Human Rights Code*, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at CCC. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment.

CCC is committed to a comprehensive strategy to address harassment and discrimination, including:

- providing training and education to make sure everyone knows their rights and responsibilities
- regularly monitoring organizational systems for barriers relating to Code grounds
- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times.

## **Purpose**

- Make sure that members, clients, and associates of CCC are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law
- Set out the types of behaviour that may be considered offensive and are prohibited by this policy.

## **Scope**

- The right to freedom from discrimination and harassment extends to all employees, including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, co-op students, interns and apprentices.
- It is also unacceptable for members of CCC to engage in harassment or discrimination when dealing with clients, or with others they have professional dealings with, such as suppliers or service providers.
- This policy applies at every level of the organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination. It also covers rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.
- This policy also applies to events that occur outside of the physical workplace such as during business trips or company parties.

This policy prohibits discrimination or harassment based on the following grounds, and any combination of these grounds:

- Age
- Religion
- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Gender identity
- Gender expression
- Family status (such as being in a parent-child relationship)
- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
- Disability (including mental, physical, developmental or learning disabilities)
- Race
- Ancestry
- Place of origin
- Ethnic origin

- Citizenship
- Colour
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received)
- Association or relationship with a person identified by one of the above grounds
- Perception that one of the above grounds applies.

## Definitions

The following behavior is prohibited:

**Discrimination:** means any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

**Harassment:** means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

The following are examples of workplace harassment:

### Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to a person’s race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Singling out a person for humiliating or demeaning “teasing” or jokes because they are a member of a Code-protected group
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person’s dress, speech or other practices that may be related to their sex, race, gender identity or creed.

If a person does not explicitly object to harassing behaviour, or appears to be going along with it, this does not mean that the behaviour is okay. The behaviour could still

be considered harassment under the Code.

**Sexual and gender-based harassment:** sexual harassment is a form of harassment that can include:

- Gender-related comments about a person's physical characteristics or mannerisms
- Paternalism based on gender which a person feels undermines his or her self respect or position of responsibility
- Unwelcome physical contact
- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy
- Gender-related verbal abuse, threats or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature about an employee or client
- Rough and vulgar humour or language related to gender
- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- Demands for dates or sexual favours.

**Sexual Solicitation:** this policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers and supervisors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also not allowed.

**Poisoned environment:** a poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

### **Roles and Responsibilities**

All persons present in CCC are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.

Managers and supervisors have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Managers and supervisors are responsible for creating and maintaining a harassment- and discrimination-free organization, and should address potential problems before they become serious.

## **Filing a Complaint**

Complainants are encouraged to explain to the person who is harassing or discriminating against them that the conduct is unwelcome, but are not obliged to do so. Indeed, each case is different. If addressing the person responsible could lead to an escalation of the harassment or discrimination, or to safety risks, complainants should not be expected to have to directly interact with that person. If a complainant feels they can safely make it known to the person responsible that the behaviour is unwelcome, of course this may resolve the matter, or may help them later if they make a complaint. However, the complainant should never feel obliged to address their harasser against their better judgement.

If the situation cannot be resolved by speaking to the person responsible, a complaint may be made by speaking to either: (1) the manager, or (2) the Manager of Human Resources.

Where possible, the complaint should be made in writing, including details of:

What happened – a description of the events or situation

When it happened – dates and times of the events or incidents

Where it happened

Who saw it happen – the names of any witnesses, if any.

The person receiving the complaint will notify the person(s) complained against (the respondent(s)) of the complaint and provide the respondent(s) with a copy of the written complaint.

If necessary, the complainant or the respondent will be placed on a paid leave of absence, moved to a different location within the organization, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis, and will reflect the principle that the complainant will not be penalized for making the complaint.

## **No Reprisal**

Every person has a right to claim and enforce their right to a workplace free of harassment and discrimination. No person shall be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint. It is a violation of CCC policy to discipline or punish a person because he or she has brought forward a complaint, provided information related to a complaint, or otherwise been involved in the complaint resolution process. Reprisal may be the subject of a complaint under this procedure, and persons engaging in reprisal are subject to disciplinary measures, up to and including termination of employment.