

**OTDS WORKPLACE HARASSMENT POLICY**

**MISSION**

The Management of Ontario Truck Driving School (OTDS) is committed to the 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.

**DEFINITION**

“Harassment” is engaging a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known unwelcome. Some types of harassment that workers could experience in the workplace include sexual harassment, teasing, intimidating or offensive jokes or innuendos, display or circulation of offensive pictures or materials, unwelcome, offensive, or intimidating phone calls, or bullying. Leering, unwelcome gifts or attention, offensive gestures or spreading of rumours could also be considered harassment. Workplace harassment, if left unchecked, can escalate. In some cases, it can lead to physical violence or even death.


**PURPOSE**

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Workplace harassment can be directed at a co-worker, sub-ordinate or manager. Workplace harassment does not include decisions or actions relating to the worker’s employment, including a decision to change the work to be performed or the working conditions, to discipline the worker or to terminate the worker’s employment.

Workers are encouraged to report any incidents of workplace harassment. If reasonable to do so, workers are encouraged to try to resolve the situation with the person who is alleged to have engaged in the harassment. Where the situation cannot be resolved or the situation continues, workers shall report the conduct to their Manager/Supervisor. The manager/supervisor will investigate the complaint.

Management will investigate and deal with all concerns, complaints or incidents or workplace harassment in a fair and timely manner while respecting worker’s privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario’s Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Signed:   
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President

Date: September 15, 2015

**The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.**