

**Approving University Official(s):** Human Resources

**Responsible Office:** Human Resources

**Effective date:** May 24, 2022

**Last review date:** May 20, 2022

**Next review date:** 3 years

## **[HR- Workplace Discrimination and Harassment Policy]**

### **Purpose**

The purpose of the Workplace Discrimination and Harassment Policy (the “Policy”) is to maintain a work environment free from acts of discrimination and harassment. It applies to employees, students, visitors, and contractors. Contractors will be advised of the applicable provisions of this Policy and will be expected to adhere to and enforce these requirements for their employees, sub-contractors, and agents. A contractor or the contractor’s employee, sub-contractor or agent that is found to have engaged in discriminatory and/or harassing conduct against an employee, other contractor or student may have its contract terminated or may be requested to remove or replace their employee, sub-contractor or agent. This Policy is a clear statement of Yorkville University and Toronto Film School and their affiliates (collectively, “Yorkville”) commitment and determination to act promptly against incidents of discrimination and harassment and to create an environment where discrimination, harassment and abuse will not be tolerated. The objectives of the Policy are to:

- demonstrate and promote the commitment of Yorkville to protect the dignity and rights of its employees;
- alert and educate employees to the fact that discrimination and harassment are prohibited under the laws of Canada;
- take immediate action and provide confidential, impartial and effective procedures to resolve complaints in ways that respect the rights of all parties;
- provide appropriate remedies to complainants in recognition of the impact of discrimination and harassment;

- identify various roles and responsibilities for the maintenance of a discrimination and harassment-free workplace; and
- provide appropriate responses and consequences where discrimination and/or harassment has occurred.

Yorkville expects that incidents of workplace discrimination and harassment will be dealt with promptly by all parties and will be investigated in a fair, consistent, thorough, and confidential manner.

## **Audience**

All persons working for Yorkville or carrying out Yorkville's business are covered by the Policy. This includes staff who are temporary, part-time, full-time and contract employees.

## **Definitions**

Workplace	<p>refers to locations where activities related to the business of Yorkville take place. These include:</p> <ul style="list-style-type: none"> <li>• activities within offices, lunchrooms and other Yorkville property;</li> <li>• online/virtual spaces of work facilitated through but not limited to the use of telephone, text messaging, e-mail, internet, intranet, teleconferencing software and other forms of technology;</li> <li>• situations outside of Yorkville operated premises e.g. external work assignments, work-related conferences, training sessions, travel or social gatherings; or</li> <li>• activities in other locations where discrimination and harassment and abuse may have a subsequent impact on the work relationship, performance, or environment.</li> </ul>
Discrimination	<p>can be described as an action, conduct or behavior related to a prohibited ground that results in unequal treatment or interferes with a person's right to equal treatment. Discrimination may be manifested by unequal treatment with respect to services, accommodations, contracts or</p>

employment. Discrimination may include a refusal to provide services; exclusion from employment; and/or a refusal to work with, teach, or study with someone, where such actions are related to a prohibited human rights ground.

#### Harassment

Harassment is defined as, but not limited to, unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of sexism, ableism, racism, anti-Black racism, anti-Indigenous sentiment, anti-Semitism, Islamophobia, homophobia, biphobia, transphobia and other types of prejudice or hatred towards an identifiable group, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome.

#### Physical Abuse

is defined as, but not limited to, the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.

#### Sexual Abuse

is defined as, but not limited to, any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.

#### Emotional Abuse

is defined as, but not limited to, a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.

#### Verbal Abuse

is defined as, but not limited to, humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

#### Psychological Abuse

is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, and manipulation.

\*The President may direct that definitions be amended from time to time to ensure consistency with public policy and community expectations and standards.

## **Policy Statement**

It has been and remains the policy of Yorkville University and Toronto Film School and their affiliates (collectively, “Yorkville”) to promote a productive work environment and not to tolerate any discrimination or harassment based upon: race, ancestry, place of origin, colour, ethnic origin, national origin, citizenship, creed/religion, sex (includes pregnancy and breastfeeding), sexual orientation, gender identity, gender expression, age, marital status, family status, disability, record of offences in relation to employment (Ontario), criminal conviction in relation to employment and political belief in relation to employment (British Columbia), political belief/activity or social condition (New Brunswick), any other prohibited ground of sexual, emotional, verbal, or psychological abuse.

## **Related Information**

Discrimination and Harassment Procedures  
Workplace Accommodation Policy and Procedures  
Employee Handbook

## **Contacts**

The following [individual(s)/office(s)] can address questions regarding this Policy:

Human Resources Department  
Email: [hr@yorkvilleu.ca](mailto:hr@yorkvilleu.ca)

## **Revision Log**

V1    October 12, 2019

## **Policy URL:**

[This section is for the marketing office to complete if the policy is to be listed on the University Policy webpage. The URL to the policy (formatted in PDF) should be provided here.]