

Workplace Violence, Harassment and Sexual Harassment Policy

(Revised October 19, 2016)

“Workplace violence or workplace harassment, or threats of violence or harassment, will not be tolerated.”

Purpose

The **Stratford Chefs School** is committed to providing a safe environment that represents the school’s core values which all individuals are treated with respect and dignity. This Policy applies wherever Stratford Chefs School business is conducted either on site or at all Stratford Chef Locations and School related events.

A **reasonable action** taken by an employer or supervisor relating to the management and direction of workers or the workplace is **not workplace harassment.**¹

Definitions

“Workplace violence” The use, or attempted use, of physical force against a worker that could cause physical injury. Workplace violence also includes a statement or behaviour that a worker could reasonably interpret as a threat to use physical force against him/her that could cause physical injury.

Workplace harassment 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 means:

1. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
2. 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;²

¹ OHSA, Section 1 Paragraph(4)

² <https://www.labour.gov.on.ca/english/hs/pubs/harassment/schedulec.php>

Responsibilities

The School will comply with all reporting obligations under the Occupational Health and Safety Act. The School has developed policies and will continue to train employees on policies and programs that pertain to Workplace Violence and Harassment. The school will communicate any potential workplace threat to minimize the risk to its employees.

All **employees** of the SCS are responsible for complying with this Policy in their dealings with employees, students, suppliers and any other third party while in the course of their employment. Employees are responsible for preventing and reporting potential incidents related to workplace violence or harassment that may threaten a safe work environment.

Prohibited Behaviour:

The following behaviour is prohibited under this Policy and may lead to discipline up to and including discharge from employment.

- Threats or intimidation
- Possession of weapons of any kind on Stratford Chefs School property (including parking lots and other exterior premises), while engaged in Stratford Chefs School sponsored activities offsite.
- Assault
- Physical restraint or confinement
- Dangerous or threatening horseplay
- Blatant or intentional disregard for the safety or well-being of others
- Retaliation against anyone who has made a complaint or who has participated in an investigation under this Policy
- Failure to report an incident of workplace violence or harassment of which Employee may be aware
- Any other act which is considered to be a violation of this Policy, whether or not specifically set out above

Assessments

Stratford Chef's School will undertake at least one risk assessment of the workplace. The assessment results will be reported to all Employees. Individual confidential assessments will be provided to all Employee as part of the initial assessment.

Identified risks will be reviewed with the Health and Safety Representative.

Reassessments will take place as determined by the Health and Safety Representative and Employer.

Disclosure

The Stratford Chef School will provide the necessary information to Employees in regards to any potential encounter with an individual who may have a history of violent behaviour. This policy will be located in the Health and Safety Manual and is available for all employees to access. This policy will be under review as often as is necessary to reduce the risk of workplace harassment. Individuals who have questions or concerns about this Policy should speak with Human Resources.

Reporting and Investigation

An Employee who may experience, witness, or obtain knowledge of, any incidents or threats of workplace violence or harassment, is required to immediately file a report. This includes domestic violence situations that may expose an Employee to physical injury. All reports are required in writing.

This Policy does not preclude or prevent an employee from contacting the Police where appropriate and is not intended to discourage an employee from taking any steps necessary in that regard.

An incident or complaint of potential or actual workplace violence or harassment will be investigated promptly and impartially. Although Stratford Chefs School makes every effort to keep the incident or complaint as confidential as possible, it is not always possible to do so in the course of investigating or resolving an incident or complaint of potential or actual workplace violence or harassment.

An incident or complaint will be investigated in a manner appropriate in the circumstances. This may include an internal investigation or the use of external resources. In the event that the complainant's supervisor or manager is the alleged harasser, the complainants shall promptly report the incident to Human Resources. In the event that a member of the Human Resources Department or Management is the alleged harasser, the complainant should report the harassment in writing to the SCS board of Directors.

The investigators may undertake some or all of the following procedures as deemed appropriate in the circumstances:

- Review the allegations
- Conduct interview(s) of the complainant, potential witnesses, the subject of the complaint, or anyone with relevant information
- Collect and review documents
- Review the workplace or sites of the incident

After completion of an objective assessment results will be reported to the Employee who filed the report and any other Employee who may have been involved.

Regardless of outcome of a harassment complaint made in good faith, the Stratford Chefs School Management will take every necessary step to protect the complainant from any form of reprisal.