

Workplace Violence, Harassment and Sexual Harassment Policy

(Revised January 2023)

“Workplace violence, harassment or bullying, 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 in which all individuals are treated with respect and dignity. This Policy applies wherever Stratford Chefs School business is conducted either on site or at School related events.

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

Definitions

Bullying

Bullying is the repeated mistreatment of one or more individuals; sometimes by a person of influence or authority, who intentionally or unwittingly, subjects others to behavior that humiliates, demoralizes or otherwise undermines the complainant’s credibility, effectiveness and personal well-being. The behaviours are unwelcome to the complainant and undertaken in circumstances where the complainant has difficulty in defending himself or herself.

Examples of bullying are:

1. Threat to professional status – belittling, public professional humiliation
2. Threat to professional standing – yelling, vulgar language, name calling, insults and intimidation
3. Isolation – preventing access to opportunities, physical or social isolation and withholding information
4. Overwork – undue pressure, impossible deadlines and unnecessary disruptions
5. Destabilization – failure to give credit, assigning meaningless tasks

Workplace Violence

Workplace violence is the exercise, statement, or behaviour of physical force by a person against a worker, or student, in a workplace, or school setting, that causes or could cause physical injury to the worker, or student, such as:

1. Physical acts (e.g., hitting, shoving, pushing, kicking, throwing an object at a worker etc.);
2. Any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or
3. Disruptive behaviour that is not appropriate to the work, or school, environment (e.g., yelling or swearing).

¹ OHSA, Section 1 Paragraph(4)

Workplace Harassment

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker, or student, in a workplace, or school setting, 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, or student, in a workplace, or school setting, 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, or student, and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;²

Some examples of sexual harassment and prohibited behavior are:

- asking for sex in exchange for a benefit or a favour
- repeatedly asking for dates, and not taking “no” for an answer
- demanding hugs
- making unnecessary physical contact, including unwanted touching
- using rude or insulting language or making comments toward gender
- calling people sex-specific derogatory names
- making sex-related comments about a person’s physical characteristics or actions
- saying or doing something because you think a person does not conform to sex-role stereotypes
- posting or sharing pornography, sexual pictures or cartoons, sexually explicit graffiti, or other sexual images (including online)
- making sexual jokes
- bragging about sexual prowess
- bullying based on sex or gender
- spreading sexual rumours or gossip (including online).³

Responsibilities

Every SCS employee, and student, has the right to be treated with dignity and respect and to be in an environment conducive to productivity, self-development and career development based on demonstrated performance and individual ability. SCS will:

1. Provide a work, and school, environment free from violence, harassment or bullying, and
2. Take reasonable measures to ensure no employee, or student, is subject to such harassment.

In keeping with these principles, SCS will not condone any conduct which constitutes violence, harassment, or bullying as defined in this policy.

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

³ <http://www.ohrc.on.ca/en/sexual-harassment-education-brochure>

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, and students, annually on policies and programs that pertain to workplace violence, harassment and bullying. The School will communicate any potential threat to minimize the risk to its employees, or students.

All **employees, students, and volunteers** of 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, or education. Employees, and students, are responsible for preventing and reporting potential incidents related to workplace violence, harassment or bullying that may threaten a safe work environment, or school setting.

Prohibited Behaviour:

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

- 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, harassment or bullying of which Employee, or Student, may be aware
- Any other act which is a 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, and students, in regard to any potential encounter with an individual who may have a history of violent behaviour. This policy will be located on the bulletin boards in each school facility, on the school website, and is available for all employees, and students to access. Additionally, the circulation of the Policy, and a verbal review of the Policy, for all instructors, staff and students will take place annually during orientation or onboarding.

This policy will be under review as often as is necessary to reduce the risk of workplace violence, harassment or bullying. Individuals who have questions or concerns about this Policy should speak with Human Resources.

Reporting and Investigation

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

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

An incident or complaint of potential or actual workplace violence, harassment or bullying 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, harassment or bullying.

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 school setting, or sites of the incident

A complainant who discloses their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence, will not be asked irrelevant questions during the investigation process by the school's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

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

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

If complainants, in good faith, report an incident of, or make a complaint about, sexual violence, they will not be subject to discipline or sanctions for violations of the school's policies relating to drug or alcohol use at the time the alleged sexual violence occurred.

Workplace violence, harassment or bullying are considered to have occurred if, on a balance of probabilities, the facts are determined to support the complaint. Appropriate disciplinary action, up to and including termination of employment, or expulsion from school, will be taken as soon as possible if the investigation concludes that workplace violence, harassment or bullying has occurred.

Record Keeping

The documents that will be retained by the school after an investigation include; a copy of the complaint, investigation notes, a copy of the investigation report, and a summary of any corrective action taken.

Supports and Services Available

The school will appropriately accommodate the needs of students who are affected by sexual violence. A formal report of an incident of sexual violence is not necessary for individuals to access supports, services or accommodations.

School accommodations can be accessed through the Program Manager.

Community supports and services can also be accessed through the Program Manager and include:

1. Emily Murphy Center <https://emilymurphycentre.com/support/>
2. Family Services Perth Huron <https://www.southwesthealthline.ca/displayService.aspx?id=15523>
3. Optimism Place <https://www.southwesthealthline.ca/displayService.aspx?id=14170>
4. Huron-Perth Healthcare Alliance <https://www.hpha.ca/sexualabusetreatment>

Acknowledgment

I have read and fully understand the content of the Stratford Chefs School's **Workplace Violence, Harassment and Sexual Harassment Policy**.

Name

Signature

Date

Witness Name

Witness Signature