

## **Anti-Harassment and Anti-Discrimination Policies**

Pures College of Technology is dedicated to fostering a working and learning environment that is both respectful and safe, acknowledging the dignity and worth of every employee and student. Within our college community, our aim is to be inclusive in all interactions, practices, and processes. We exert every effort to uphold the sense of dignity and belonging for all our diverse members, recognizing this as integral to our collective work experience and overall well-being. The College upholds the rights and obligations outlined in the Ontario Human Rights Code ("Code") and the workplace harassment provisions of the Occupational Health & Safety Act ("OHSA").

### **Application and Scope**

Cultivating an environment free from harassment, bullying, and racism at the College is a shared responsibility. Consequently, this policy applies to all employees, workers, volunteers, and students. This policy extends to cover instances of harassment and discrimination in various contexts, including on campus, off-campus at college-related events, and during work assignments or placements off-campus. It may also be applicable in situations where harassment and discrimination occur outside the workplace but have a direct link to, or adversely impact, employee relationships within the workplace.

These policies and their associated procedures are primarily designed to encourage parties to resolve disputes informally or through mediation whenever possible. However, it is recognized that if a violation of the policy is identified, the College may initiate appropriate actions, including disciplinary measures as outlined in the Procedures section.

### **Definitions**

#### **i) Harassment**

Harassment is defined as a series of vexatious comments or behaviors that are either acknowledged or should reasonably be recognized as unwelcome. This can encompass actions that intimidate, isolate, or discriminate against the targeted individual. Furthermore, harassment may arise from a significant single comment or action, and establishing intent is not required to demonstrate the impact of such comments or actions.

**ii) Discrimination**

Discrimination refers to single or multiple actions or behaviors based on protected grounds, resulting in unfavorable, adverse, or preferential treatment that can negatively affect the employment status of an employee, the academic standing of a student, or the provision of any college service. It also includes actions that withhold or limit access to opportunities, benefits, and advantages available to other individuals.

**iii) Racial/Ethnic/Cultural Harassment**

Racial/Ethnic/Cultural harassment involves participating in a series of behaviors with negative implications related to race, ethnicity, or culture, which is either known or reasonably expected to be unwelcome, offensive, intimidating, hostile, derogatory, or inappropriate. Depending on the severity, a singular action may be considered racial/ethnic/cultural harassment. Examples encompass, but are not restricted to: demeaning remarks or gestures based on race, ethnic origin, or cultural differences; jokes about race, ethnic origin, or cultural disparities; improper displays of racial stereotypes; racial/ethnic/cultural slurs; unwarranted questions or comments of a racial/ethnic nature regarding one's private life; or physical assault.

**iv) Protected Grounds**

The concept of Protected Grounds ensures the protection of individuals from discrimination and harassment in various domains, such as employment, services, goods, and facilities. This protection extends to factors such as:

- a) race
- b) ancestry
- c) place of origin
- d) color
- e) ethnic origin
- f) citizenship
- g) creed
- h) sex (including pregnancy and breastfeeding)

- i) sexual orientation
- j) gender identity
- k) gender expression
- l) age
- m) record of offenses
- n) marital status
- o) family status
- p) disability

### **Procedures**

The following procedures outline the available options and processes to be followed if an incident or complaint of harassment or discrimination is brought to the attention of the College.

#### **1) Reporting Harassment or Discrimination**

If you're facing harassment or discrimination or have witnessed or reasonably suspect such behavior, adhere to the following steps:

**a. Address the Offender:** If comfortable, communicate that the behavior is unwelcome. Encourage bystanders to intervene.

**b. Document the Conduct:** Maintain detailed notes on the offensive conduct, including dates, details, and the names of those present.

#### **2) Where to Report**

For student reports or complaints, reach out to [ask@pures.ca](mailto:ask@pures.ca), and for employee, worker, intern, or volunteer reports or complaints, contact [helen.wang@pures.ca](mailto:helen.wang@pures.ca).

In any event, a complaint must be submitted within twelve (12) months from the occurrence being addressed. The College may, at its discretion, extend this timeframe in cases of exceptional circumstances.

**3) Investigation**

The Chief Operations Officer will conduct the investigation. The investigation will involve conducting separate interviews with the complainant and the respondent. The investigator will also interview witnesses as deemed appropriate by the investigator. The investigation will be conducted and concluded with a commitment to neutrality, thoroughness, fairness, and timeliness.

If a complaint is found unsubstantiated, there will be no retention of the complaint record in the respondent's student or Human Resources file. Nevertheless, the investigation file will be kept separately, adhering to the college's record retention practices.

An individual who has reported an incident or filed a complaint of harassment or discrimination is entitled to withdraw the complaint at any point in the process. Nevertheless, the College might be obligated to persist in addressing the matter outlined in the report or complaint to fulfill its legal responsibilities.