

SECTION II – ESSENTIAL ORGANIZATIONAL POLICIES

CATEGORY: Essential Organizational Policies	NUMBER: 2.1
SUBJECT: Human Rights	PAGE: 20
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PURPOSE

To ensure WSNCC employment practices comply with the Ontario Human Rights Code.

POLICY

All employees, volunteers and clients have a right to work and be served in an environment free from discrimination and harassment of any kind and which recognizes the personal worth and dignity of each individual.

Incidents of expressed bias, discrimination, prejudice or harassment will not be tolerated. WSNCC will continue to take an active role to eliminate all forms of discrimination as well as continue to foster harmony between people in positive ways.

PROCEDURES

1. If any employee, volunteer or client of WSNCC experiences harassment, WSNCC will strive to support the individual and provide intervention so that the incident is dealt with effectively and appropriately.
2. The Senior Manager and/or Executive Director will:
 - Interview the complainant and others directly involved in the incident;
 - Interview any witnesses, including individuals suggested by the complainant or any other who might possess relevant information about the complaint;
 - Gather any relevant documentary evidence, including notes made by the complainant;
 - Reduce the information obtained at the interviews to writing and provide copies to the parties.
 - Take appropriate disciplinary or corrective action to ensure the incident of expressed bias, discrimination, prejudice or harassment is eliminated.