



The purpose of this policy is to:

- establish a framework for the prevention of workplace discrimination and harassment and effective response to issues of workplace discrimination and harassment
- provide direction to ministries and Commission public bodies on compliance with statutory requirements for human rights and health and safety regarding workplace discrimination and harassment

Principles:

- The OPS is committed to an inclusive, diverse, equitable and accessible work environment and will not tolerate workplace discrimination or harassment.
- Prevention of discrimination and harassment is an integral part of all workplace activities, and a shared responsibility requiring cooperation between the employer, employees and bargaining agents.
- All allegations of discrimination and harassment are treated seriously and handled in a timely and fair manner

Manager Responsibilities

Managers are responsible for:

- complying with obligations under the *Code*, the *OHSA* and regulations, other relevant legislation, this policy and other policies, programs and procedures that support an inclusive, respectful workplace free from discrimination and harassment
- demonstrating and, as appropriate, clarifying the type of workplace behavior expected under this policy
- participating in mandatory education and/or training as outlined in this policy
- ensuring this policy is posted in a conspicuous place in the workplace
- informing employees and other workers that discrimination and harassment will not be tolerated
- informing employees and other workers of their rights and responsibilities under this policy, including ways in which incidents or allegations of discrimination and harassment can be resolved
- advising members of the public, including visitors to OPS facilities or individuals conducting business with the government that they are expected to refrain from discrimination or harassment of employees, other workers, and other members of the public when appropriate
- monitoring and maintaining awareness of potential discrimination or harassment issues in the workplace and taking proactive steps to prevent or address these issues
- managing the process for resolving allegations of discrimination, harassment or other policy violations as soon as becoming aware of them, whether or not a complaint has been written;

consulting with the WDHP Section, CEHSW, or the applicable MCSCS or CPB office, as appropriate

- taking appropriate action to resolve complaints within the timeframes outlined under this policy
- advising employees and other workers not to threaten or retaliate against a complainant, respondent or witness to a complaint if they become aware of an issue or complaint
- not threatening or retaliating against an employee or other worker for exercising a right under this policy
- declaring any potential conflict of interest in relation to an alleged violation of this policy when he or she may be perceived to be either condoning or directly involved with an alleged violation
- cooperating fully and completely with the WDHP Section, CEHSW or applicable MCSCS or CPB office, investigators, and alternate dispute resolution service providers including making witnesses available, upon request, and maintaining the strict confidentiality of information related to the complaint or allegation in accordance with this policy
- facilitating the restoration or improvement of workplaces disrupted by alleged policy violations, actual policy violations, or complaint resolutions
- meeting performance commitments associated with workplace discrimination and harassment prevention.

Note: The above-noted tip sheet/guidelines/Service pages have been prepared as a general summary of policy and/or best practices, and are not intended to replace actual OPS Policies/Directives, Collective Agreements, or Legislation. Where a dispute may arise between these documents and any of the foregoing, the appropriate Policy/Directive, Collective Agreement or Legislation will prevail.

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