



## PROCEDURE A-4

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### SUBJECT: ANTI-HARASSMENT/ANTI-DISCRIMINATION

Legal References: Ontario Human Rights Code (2012)

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Huron Perth Student Transportation Services, the Partner Boards and its member companies are committed to providing a safe and respectful work environment for all Staff and customers. No one, whether a Staff person of a member School Bus Company, member of the public, student, or School Official, has to tolerate harassment / discrimination for any reason, at any time, during the course of School Bus Company related activities. Specifically, provincial and federal legislation prevents anyone from being harassed or discriminated against for reasons including:

- Race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, sex, gender identity, disability, marital status, family status, record of offenses, association or relationship with a person identified by one of the previously noted grounds, or perception that one of the previously noted grounds applies.

#### WHAT IS HARASSMENT?

**Harassment is defined as any abusive comment or action that a person knows, or should reasonably know, is unwelcome.** Some examples of harassment include, but are not limited to:

- Display of offensive, derogatory, or racist material
- Unwelcome remarks, slurs, jokes, taunts or suggestions about any of the specific prohibited grounds of harassment (such as a person's race, ethnic origin, colour, age, sex, etc.)
- Written or verbal abuse or threats, bullying, vicious teasing
- Any unwelcome sexual contact or conduct, including unwelcome remarks, invitations, requests, leering, or other offensive gestures and / or unnecessary physical contact.
- Any unwelcome sexual advances made by a person in the position to grant or deny a benefit to the other.
- Threatening or instituting reprisals against a person who rejected a sexual advance.

Harassment can involve co-workers, between a manager and co-worker, between a student, parent, guardian, or member of the public and Staff member, or between a Staff member and a job applicant.

## REPORTING INCIDENTS OF HARASSMENT / DISCRIMINATION

In the event someone feels that he or she has experienced an incident of harassment or discrimination during the course of School Bus Company related duties, the following course of action will be taken:

- The person shall inform the harasser or discriminator very clearly that his or her behaviour is not welcome.
- If the Employee of a member School Bus Company experiences an incident of harassment or discrimination while performing School Bus Company duties, the complaint will be handled according to School Bus Company policy. If Students, Parents, Guardians, or School Board Employees are involved, the School Bus Company will contact the appropriate School Board Official and advise the HPSTS General Manager.
- If a School Board Official becomes aware of incidents of harassment or discrimination, he or she will notify the HPSTS General Manager who will notify management at the appropriate School Bus Company, and management will investigate.

## INVESTIGATING ALLEGATIONS OF HARASSMENT OR DISCRIMINATION

School Board Officials and management of member companies will act to investigate and resolve all complaints, within the framework of appropriate Provincial and Federal Regulations.

## CONFIDENTIALITY

School Boards and member companies will retain all documents from investigations in confidence. No information will be disclosed about the complaint except as necessary to investigate or take disciplinary action as required by law.