



THE CORPORATION OF THE CITY OF WINDSOR

Memo

To: All employees
From: Helga Reidel, Chief Administrative Officer

Subject: Respectful Workplace

The Corporation of the City of Windsor is committed to providing a workplace that respects human rights and is free from violence, discrimination and harassment. The City will not tolerate any action or failure to act that results in violence, harassment or discrimination or a violation of the human rights of any employee. The Respectful Workplace Program includes the Human Rights Policy, the Workplace Harassment Policy, the Workplace Harassment Procedure, The Workplace Violence Policy and the Workplace Violence Procedure, the Employee Standards of Department, the Professional Dress Guidelines for Non-Uniformed Employees and the Conflict of Interest Policy. The collective agreements between the Corporation and the Unions also incorporate the Ontario Human Rights Code for the protection of all employees.

Acts of discrimination, harassment or violence by any employee will result in the application of the Respectful Workplace Program and may lead to corrective actions including training or discipline. The Corporation also provides access to the Employee Assistance Program for counselling and support for employees.

Harassment means a course of comment or conduct directed toward an individual or group of individuals that is known or ought reasonably to be known to be unwelcome or unwanted. This includes comments or conduct which are insulting, degrading, humiliating, malicious, or offensive. Single actions of sufficient severity may constitute harassment.

Violence means any threat or act of aggression arising out of or during the course of work resulting in physical or psychological damage, pain or injury to another.

Discrimination includes any distinction, whether intentional or not, which has the effect treating people unequally based only on prohibited grounds set out in the Ontario Human Rights Code. Discrimination is a violation of human rights.

The prohibited grounds of discrimination under the Ontario Human Rights Code are:

Age	Ancestry
Citizenship	Colour
Creed or religion	Disability
Ethnic or national origin	Record of offences (federal or provincial)
Marital/family status	Same sex partner status
Place of origin	Race
Sex including pregnancy and transgender	Sexual orientation

If you believe that you have been or now are the victim of discrimination, harassment or violence in the workplace you should ask for help or advice from your supervisor or manager. Alternatively, you have the right to contact the Diversity and Accessibility Officer or the Workplace Violence and Harassment Policy Coordinator. You can also file a formal complaint under one of the policies in the Respectful Workplace Program.

Diversity and Accessibility Officer Gayle M. Jones 519-255-6515 ext 6601 gajones@city.windsor.on.ca	Workplace Violence/Harassment Policy Coordinator Vincenza Mihalo 255-6515 x 6259 or vmihalo@city.windsor.on.ca
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Employee Name

Date

Signature

Original: Docket
Copy: Employee