

## **Editors' Association of Canada/Association canadienne des réviseurs Workplace Harassment Policy**

**Effective date: June 2021**

### **Policy purpose**

The purpose of this policy is to provide staff, members and non-members of the Editors' Association of Canada/Association canadienne des réviseurs with a respectful and safe environment during all work and activities that the association sanctions.

### **Policy statement**

The Editors' Association of Canada (Editors Canada) is committed to providing a work environment in which all workers and participants are treated with respect and dignity. The association will investigate harassment complaints from any person in the workplace, including staff, members, non-members, volunteers, vendors, contractors, other employers and members of the public.

### **Definitions used within this policy**

"Activity or activities" mean any meeting, seminar or applicable gathering sanctioned by Editors Canada.

"Work" means any task or activity sanctioned by Editors Canada. This includes volunteer work that members do.

"Worker" means any staff, association member, non-member, volunteer, or other individual engaged in work or an activity sanctioned by Editors Canada.

"Workplace" means any physical or virtual (for example, online) environment in which one or more individuals are engaged in work or an activity sanctioned by Editors Canada.

"Workplace harassment" means improper conduct by an individual that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm.

- a) It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat.
- b) It also includes harassment within the meaning of the *Canadian Human Rights Act* (including harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction).

“Workplace sexual harassment” means:

- a) engaging in a course of vexatious comment or conduct against a worker or participant in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance knows or ought reasonably to know that the solicitation or advance is unwelcome.

### **Applicability**

This policy applies to all staff and members of Editors Canada and they will be held responsible by Editors Canada for not following it.

Staff and members are to be protected if they report an incident or participate in an investigation involving workplace harassment.

- a) They are not to be penalized or disciplined for either.
- b) They are not to experience reprisals (that go beyond direct penalty or discipline), including covert actions such as negative treatment, being bypassed for promotion, being shunned or excluded from office activities, “constructive dismissal.”

### **Responsibility**

Editors Canada will comply with all relevant provisions of *Ontario’s Occupational Health and Safety Act*, and all applicable Canadian provincial and federal legislation.

Editors Canada may apply the association’s Bylaw No. 1 (2014), section 2.05: Discipline of Members, in cases where this policy is violated.

### **Contact information**

Inquiries about this policy should be directed to the national office of Editors Canada.

[info@editors.ca](mailto:info@editors.ca)

[www.editors.ca](http://www.editors.ca) / [www.reviseurs.ca](http://www.reviseurs.ca)

416-975-1379

1-866-266-3348 (toll-free)

### **Authority**

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be ratified by a vote of the association’s national executive council. This policy will be reviewed every five years.

## References

The procedures for implementing this policy appear in the document *Workplace Harassment Procedures*.

Adapted from:

[www.labour.gov.on.ca/english/hs/pubs/harassment/schedulec.php](http://www.labour.gov.on.ca/english/hs/pubs/harassment/schedulec.php)

[www.labour.gov.on.ca/english/hs/pubs/wpvh/harassment.php](http://www.labour.gov.on.ca/english/hs/pubs/wpvh/harassment.php)

[www.tbs-sct.gc.ca/psm-fpfm/healthy-sain/prh/mibh-sjh-eng.asp](http://www.tbs-sct.gc.ca/psm-fpfm/healthy-sain/prh/mibh-sjh-eng.asp)