DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE

POLICY ON THE PREVENTION OF HARASSMENT AND DISCRIMINATION

Purpose

1. The purpose of this Policy is to establish the University’s policy on the prevention of harassment and discrimination.

Application

2. This Policy applies to University of Ottawa employees, students, contractors, visitors and volunteers who claim they are the subject of a form of harassment or discrimination by a University employee, student, contractor, visitor or volunteer.
   a) “Student” means an individual registered at the University, whether full time or part time and including special students, at the undergraduate, graduate or postdoctoral level and including medical residents and fellows;
   b) “Employee” includes all unionized and non-unionized academic and administrative staff as well as those whose salary is paid through sources other than the University’s operating funds, such as grants, research grants and external contracts.

3. Various provisions on harassment and discrimination already exist in collective agreements covering various University employee groups, and there may be other University policies that refer to harassment and discrimination. This Policy does not replace or supersede existing collective agreement provisions relevant to harassment and discrimination.

4. Terms such as “harassment,” “sexual harassment,” “workplace harassment,” “discrimination” and “systemic discrimination” have statutory and legal definitions. In addition, these terms may already be defined in collective agreement provisions, in other University policies, procedures or regulations.

Policy statement

5. The University recognizes its obligations under the Ontario Human Rights Code with respect to harassment and discrimination and its obligations under occupational health and safety legislation as related to workplace harassment.
6. The University is committed to maintaining a learning and work environment that promotes the understanding and respect for dignity of the person as part of the University community and one that is free from harassment and discrimination.

7. The University will provide and maintain a fair and timely process for reporting, investigating and determining consequences through collective agreement provisions or other University policies, procedures or regulations.

8. The University will take appropriate preventative and corrective action where harassment or discrimination occurs or where a complaint is frivolous, vexatious or vindictive and may hold individuals responsible in accordance with applicable collective agreement provisions, terms of employment or other University policies or regulations.

Where to report harassment or discrimination

9. To obtain information on the prevention of harassment or discrimination or to find out about the process for filing a complaint, contact one of the resource centres on campus:
   • For students: Office for the Prevention of Discrimination and Harassment of the Student Academic Success Service (SASS), 100 Marie-Curie (4th Floor).
   • For employees: Health, Wellness and Leave Sector of Human Resources Service, room 017, 550 Cumberland Street, Tabaret Hall.
   • For contractors, visitors or volunteers: Contact the person responsible for contracting the services, for the visit or for the volunteer activity.

10. A person may file or withdraw a complaint of harassment or discrimination pursuant to this Policy and its procedures without fear of reprisal or threat.

Confidentiality

11. Complaints of harassment or discrimination will be treated in a confidential manner and in accordance with the Freedom of Information and Protection of Privacy Act.

12. All individuals involved in a report or an investigation of harassment or discrimination must keep the matter confidential in order to safeguard individuals against unsubstantiated allegations, to protect the rights of those involved in the allegation and to preserve the integrity of the investigation.

Revised November 1st, 2012