



LOCHNESS LINKS & SWING RESTAURANT **WORK PLACE HARASSMENT POLICY 2011**

LochNess Links has an objective to create an environment where people treat each other with mutual respect. To help achieve this, a Policy has been put in place to address the subject of harassment. While the Ontario Human Rights Code deals with this, LochNess Links has a need to govern behaviour of Members towards Members, Members towards Employees and vice versa, as well as, Employees towards Employees.

WHAT IS HARASSMENT?

The Ontario Human Rights Code states that every employee has a right to be protected from harassing behaviour in the work place on the basis of race, colour, ethnic origin, citizenship, creed, religion, sex, sexual orientation, age, record of offences, family status or handicap.

Harassment is described as comments or conduct that are unwanted. It is behaviour that is hurtful, malicious, intimidating or annoying. Any person engaging in such behavior may be guilty of harassment. Employees have a right to be free of harassment anywhere on the employer's premises and during employment related duties or activities, including social functions.

WORK PLACE HARASSMENT INCLUDES:

SEXUAL HARASSMENT-

Examples may include the following:

- Sexually suggestive or obscene comments or gestures
- Touching, come-ons or sexual flirtation
- Unwelcome comments or questions about a person's sex life
- Display of sexually offensive pictures or objects
- Derogatory remarks directed towards members of one sex or one's sexual orientation
- Inappropriate jokes causing embarrassment or discomfort
- Demands for sexual favours, a sexual assault under the Criminal Code
- Inappropriate and unwanted comments about a person's body or dress

RACIAL OR ETHNIC HARASSMENT-

Examples may include the following:

- Remarks, jokes or innuendos about a person's racial or ethnic background causing embarrassment or discomfort
- The display of racist, derogatory or offensive pictures or graffiti
- Inappropriate comments or gestures about a person's racial or ethnic background which is hurtful or annoying

WHO IS COVERED BY THE POLICY?

This policy covers members, employees, supervisors, managers, suppliers and customers.

IF YOU ARE HARASSED

Harassment can be painful and frightening and these steps should be taken to stop the unwelcome behavior:

- Step 1- Confront the harasser, it is your right to tell the harasser to stop the behavior
- Step 2- Document the unwanted behavior, write down what happened, time, date and the names of those present
- Step 3- Contact the General Manager immediately

The General Manager of LochNess Links will explore the following options available to resolve the complaint.

1. Intervention- where the General Manager of LochNess Links will speak on your behalf to the person whom you believe is harassing you
2. Mediation- where the General Manager of LochNess Links meets with you and the person you believe is harassing you and assists in arriving at a solution to the conflict.
3. Investigation- where the General Manager of LochNess Links investigate your complaint to determine if you are being harassed.

RETALIATION TOWARDS EMPLOYEE/MEMBER

Anyone who retaliates against a person filing a complaint, or a person participating in an investigation under this policy is guilty of harassment.

CONFIDENTIALITY

Every effort will be made to keep a complaint confidential. However, in order to fulfill the organization's obligation to address harassment complaints, the alleged harasser will need to be confronted.

A complaint of harassment should be filed as soon as possible.

LochNess Links is committed to addressing and eliminating harassment wherever possible. An employee maintains the right to file a complaint with the Ontario Human Rights Commission.