

Waterloo Co-operative Residence Incorporated

Harassment Policy

As approved by the General Manager,
and incorporating all changes through:

10 April 2007

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

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Revision History

Date	Revisionist	Summary of Changes
16 July 2001	WCRI	Policy Adopted
16 December 2001	Russ Wong	Template Update
15 December 2002	WCRI	Private Room Definition
10 April 2007	Laura Reidel	References to Board of Directors modified to reflect General Manager's jurisdiction over this policy.

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)
5.1	Admissions		

Part 1: Introduction

Every member and employee of Waterloo Co-operative Residence Incorporated (WCRI, the Co-op) is entitled to an environment free of sexual and racial/ethnic harassment. WCRI will take any reasonable effort to ensure that no member is subjected to any forms of harassment, discrimination or assault, and to discipline any member who demonstrates this type of behaviour.

Part 2: Definitions

Complainant – a person who has been a victim to harassment.

Respondent – a person who is named as having engaged in harassment.

Private Room – A member's bedroom (a single room in residence or a "single room within an apartment") or a "whole apartment". See *Admissions Policy* §5.1.

2.1 Sexual Harassment

Sexual harassment includes any unwanted or vexatious comment, conduct, or form of attention with reference to the sex or sexuality of an individual or group. Actions need not be malicious in intent in order to constitute sexual harassment.

Sexual harassment can range from verbal remarks to sexual assault and may include, but is not limited to the following:

2.1.1 Verbal

- a) Comments regarding sexuality that creates a hostile, offensive or intimidating atmosphere
- b) Unwelcome comments, gestures, intrusive questioning or other forms of personal attention that may be perceived as sexual overtures or denigration.
- c) Includes, but is not limited to:
 - a) Repeated sex-stereotyped comments or depictions
 - b) Humour and jokes about sex (or gender specific traits) causing embarrassment or offence
 - c) Sexually explicit or suggestive comments, gestures, propositions, and/or demands
 - d) Sexist remarks about someone's body, clothing or sexual activity
 - e) Insults of a sexual nature, slurs or catcalls
 - f) Requests or demands for sexual favours.

2.1.2 Non-verbal

- a) Unwanted advances, including sexual propositions, touching, kissing, or any other invasion of personal space
- b) Advances of the type mentioned in c) with threatened or implied sanctions, including physical or emotional violence, loss of job security, or public humiliation
- c) Visual displays of sexual images outside of a private room
- d) Persistent, unwanted contact or attention after the end of a consensual relationship.
- e) Includes, but is not limited to:
 - a) Leering, ogling or whistling
 - b) Suggestive, insulting, or sexually explicit sounds or gestures
 - c) Use of inappropriate body images to advertise events

- d) The display of sexually offensive materials
- e) Written notes, posters, or graffiti of any kind directed at any individual or group that is sexually suggestive or insulting.

2.1.3 Physical

- a) Assault – any sexual intimacy that is unwanted, whether or not it is accompanied by physical violence.
- b) Includes, but is not limited to:
 - a) Subtle pressure for sexual activity (including but not limited to physical touching, patting, pinching, fondling, kissing or intentionally brushing against another’s body)
 - b) Impeding or blocking of movement
 - c) Coercion of sexual activity by threat of punishment
 - d) Retaliation for refusal to comply with any form of sexual activity
 - e) Solicitation of sexual activity or other sexual behaviour by promise of rewards or threat of punishment
 - f) Physical assault or coerced sexual intercourse.

2.2 Racial/Ethnic Harassment

Racial/ethnic harassment includes any persistent, malicious, verbal, non-verbal or physical conduct which is performed with the explicit or implicit intent of hurting, degrading, making to feel uncomfortable, humiliating or offending a person or group on the basis of their race or ethnicity.

Racial/ethnic harassment can range from verbal remarks to assault and may include, but is not limited to the following:

2.2.1 Verbal

- a) Includes, but is not limited to:
 - a) Racial or ethnic jokes, slurs, or epithets that create a hostile, offensive or intimidating atmosphere
 - b) Inappropriate forms of address.

2.2.2 Non-verbal

- a) Includes, but is not limited to:
 - a) Threatening notes or graffiti
 - b) Stereotyped depictions of ones race, nation, or religious community.

2.2.3 Physical

- a) Includes, but is not limited to:
 - a) Impeding or blocking of movement
 - b) Physical assault.

Part 3: Complaint Procedures

Members and employees are encouraged to talk to one another openly about actions, comments, gestures, or displayed material that they find offensive or oppressive. In cases where co-operative discussion is not appropriate or does not successfully change an unpleasant situation, a member is encouraged to use procedures outlined below to help them deal with and resolve the situation. This procedure applies to harassment performed by any member of WCRI, any guest of a member of WCRI and any employee of WCRI.

- a) If a **sexual assault** act takes place (as defined under Part 2, section 1, f) the complainant should notify the police immediately and notify the Division Manager (DM). Note that the DM is obligated to contact the appropriate authorities.

- b) If harassment takes place, the complainant should attempt to resolve the problem by talking to the respondent.
- c) If the problem persists, the complainant should start documentation of the events. This includes the name of the respondent, dates, times, place, actions or comments conducted, witnesses (if any) and response given to the inappropriate behaviour.
- d) Notify the following representatives of WCRI for further options, information and support:
 - a) If the respondent is a member, or a guest of a member, notify the DM, who will immediately file an incident report with the General Manager
 - b) If the respondent is a DM, notify the General Manager or delegate
 - c) If the respondent is an employee of WCRI, notify the employee's supervisor or the General Manager
 - d) If the respondent is the General Manager, notify the Board of Directors.

The above representatives will not disclose the name of the complainant or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigation or disciplinary action.

- e) The Co-op will investigate harassment complaints and take appropriate disciplinary actions.

Part 4: Investigation and Disciplinary Action

At the request of a complainant, an investigation will be conducted.

- a) If the respondent is a member, including a DM, the General Manager will conduct an investigation, and he/she may recommend a membership review.
- b) If the respondent is a guest of a member, the DM will ask the guest to leave immediately. The General Manager will conduct an investigation, and the guest will not be allowed on Co-op property during the investigation.
- c) If the respondent is a Co-op employee, applicable *Personnel Policies* will be followed.

Please note that, according to the Canadian Human Rights Act, "any individual or group of individuals having reasonable grounds for believing that a person is engaging or has engaged in a discriminatory practice may file with the Commission a complaint in a form acceptable to the Commission."¹

¹ Canadian Human Rights Act, <http://laws.justice.gc.ca/en/h-6/30599.html>, R.S. 1985, c. H-6