



PEO POLICY NUMBER: *Policy numbers will be assigned after Policy and Procedures Manual is completed.*

PEO Anti-Workplace Violence and Harassment Policy	Date of Policy: February 7, 2014
	Approved by: Council
	Review Date: February, 2016

Policy Statement	<ul style="list-style-type: none"> Professional Engineers Ontario (PEO) believes that all employees, volunteers, licence holders, engineering interns, applicants and visitors deserve to be treated with dignity and respect. PEO is committed to providing a safe work environment free from violence for all employees and volunteers. PEO is committed to providing a work environment that encourages inclusiveness and will not tolerate harassment and/or discrimination based on race, ancestry, place of origin, colour, religion, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status, pardoned criminal offenses or any other legally-protected characteristic.
Purpose	<p>The purpose of this policy is:</p> <ol style="list-style-type: none"> to provide a framework for identifying and responding to any risks or incidents of violence in the workplace; to establish a procedure for reporting incidents of violence and for making and responding to complaints of violence in the workplace; to outline responsibilities of PEO employees and volunteers with respect to incidents of violence or harassment in the workplace; to establish a framework to eliminate inappropriate conduct at the earliest possible stage; to establish a procedure for making and responding to complaints of harassment or any other inappropriate behavior that could be considered harassment or discrimination. to meet the requirements of the Ontario <i>Occupation Health and Safety Act, 1990 (OHS Act)</i>. Part III.0.1 – Violence and Harassment s.32.
Application and Scope	<p>This policy applies to all employees and volunteers of PEO whether they are at PEO offices, away on PEO business, attending PEO-sponsored events or similar activities connected with their engagement with PEO.</p> <p>This policy prohibits acts of violence and/or behavior that is or could be construed to be harassment and/or discrimination toward PEO employees, volunteers, licence holders, engineering interns, applicants and visitors.</p>

<p>Definitions</p>	<p>Bullying – can include such tactics as verbal, nonverbal, psychological, physical abuse and humiliation. Bullying typically involves repeated incidents or a pattern of behavior that is intimidating, offensive, degrading or humiliating for a particular person or group of people.</p> <p>Councillor – refers to any current member of Council, elected or appointed.</p> <p>Discrimination – means a deliberate action or decision to exclude a person or group from equal access to employment opportunities based on a characteristic protected by law, such as sex, race, colour, ancestry, national origin, sexual orientation, age, disability, or marital status.</p> <p>Employee – refers to any person on staff at PEO, including temporary and contract personnel</p> <p>Harassment – engaging in a course of vexatious comment or conduct that is known, or ought to be known, to be unwelcome. For the purpose of this policy, harassment shall also include sexual harassment, discrimination and bullying as defined below.</p> <p>Sexual harassment – unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or of securing a volunteer position, or b) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an associate’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive environment. This definition applies to males and females, whether they are of the same or opposite sex. <p>Volunteer – refers to any member serving on a PEO committee or task force and all Chapter volunteers.</p> <p>Workplace violence – The Ontario Occupational Health and Safety Act defines workplace violence as:</p> <ul style="list-style-type: none"> • the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; • an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or, • a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. <p>Some of the types of violence that workers could experience in the workplace include hitting, pushing, physical assault, sexual assault, stalking, criminal harassment, robbery, or threats of violence.</p> <p>For the purpose of this policy, workplace violence also includes but is not limited to:</p> <ul style="list-style-type: none"> • Shoving, bullying, stalking or standing in a manner that is intended to intimidate; • Yelling at someone, name calling and swearing; • Veiled and/or open threats of harm;
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	<ul style="list-style-type: none"> • Aggressive or threatening hand gestures; • Displaying objects in a manner that suggests it will be used as a weapon; • Throwing objects; • Damaging property or utilizing property (such as a vehicle) in an aggressive and dangerous manner; • Threats of vandalism, sabotage and/or arson; <p>Inappropriate references to violent world events.</p>
<p>Controlling risks of workplace violence</p>	<p>PEO will make every effort to assess and mitigate the risks of workplace violence as follows:</p> <ul style="list-style-type: none"> • PEO will provide for safe work procedures. • PEO will ensure safety in the physical environment or employees’ workplace. • PEO will put procedures in place for informing or advising workers and tenants of potentially violent situations or people. • PEO employees will be trained on the workplace violence policy. • PEO will provide contact information for reporting incidents of violence. • PEO will have emergency procedures in place.
<p>Workplace Violence - General</p>	<p>PEO prohibits acts or threats of violence in the workplace or in other settings in which PEO employees, volunteers, licence holders, engineering interns, applicants and visitors find themselves in connection with their engagement with PEO. Such acts or threats will not be tolerated on PEO premises at any time. Firearms, weapons and explosives of any kind are strictly prohibited.</p> <p>PEO will intervene in all situations involving workplace violence. PEO will take prompt action, up to and including termination, against any employee or volunteer who engages in any threatening behavior or acts of violence or who uses obscene, abusive or threatening language or gestures, while conducting PEO business on or off PEO property at any time.</p> <p>When dealing with employees, volunteers, licence holders, engineering interns, applicants, and visitors to PEO facilities, PEO will take appropriate action to help prevent violence and/or threats of violence from occurring in the PEO workplace. Such action may include, but is not limited to, notifying the police or other law enforcement personnel and prosecuting violators, where appropriate.</p> <p>Every manager responsible for the management or supervision of other staff and Councillors, Chapter Executives, Committee, Task Force and Working Group Chairs responsible for the leadership of a group of volunteers is accountable for maintaining a work environment that is free from violence. This accountability includes:</p> <ul style="list-style-type: none"> • Communicating this policy to all employees and volunteers. • Refraining from threatening, implicitly or explicitly, any kind of violence or perceived violence under any and all circumstances. • In addition to the legal requirement to report violent behavior or

	<p>incidents, managers, Councillors, Chapter Executives, Committee, Task Force and Working Group Chairs who receive a complaint, observe a violent incident or are otherwise aware of violent behavior are required to notify the Director, People Development immediately.</p>
<p>Domestic Violence</p>	<p>If PEO becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose an employee to physical injury may occur in the workplace, PEO shall take every precaution reasonable in the circumstances for the protection of the worker. (<i>OHS</i>A s.32.0.4)</p>
<p>Workplace Harassment - General</p>	<p>PEO prohibits harassment in the workplace or in other settings in which employees and volunteers find themselves in connection with their engagement with PEO. PEO will not tolerate harassment by or towards employees or volunteers who are on PEO premises at any time.</p> <p>PEO will address all incidents of harassment that occur on PEO premises or at PEO-sponsored events. PEO will take prompt action, up to and including termination or, in the case of licence holders, the Complaints and Discipline Process under the <i>Professional Engineers Act</i>, against any employee or volunteer who engages in the harassment of others, while conducting PEO business on or off PEO property at any time.</p> <p>When dealing with employees, volunteers, licence holders, engineering interns, applicants, and visitors to PEO facilities, PEO will take appropriate action to help prevent situations of harassment from occurring in the PEO workplace. Such action may include, but is not limited to prosecuting violators, where appropriate.</p> <p>Every manager responsible for the management or supervision of staff and Councillors, Chapter Executives, Committee, Task Force and Working Group Chairs responsible for the leadership of a group of volunteers is accountable for maintaining a work environment that is free from harassment. This accountability includes:</p> <ul style="list-style-type: none"> • Communicating this policy to all employees and volunteers and assuring that they are not subjected to insulting, degrading, or exploitive treatment. • Refraining from any deliberate action or decision to exclude from or deny access to any person or group equal access to employment opportunities or benefits or volunteer appointments, based on sex, race, colour, ancestry, national origin, sexual orientation, age, disability, or marital status. • Refraining from threatening or insinuating, implicitly or explicitly, that an employee's or volunteer's submission to sexual or other similar or related advances will positively or negatively impact the employee/volunteer's performance evaluation, wages, advancement potential, assigned duties, hours worked or any other conditions of employment, career development or volunteering. • Refraining from establishing or encouraging inappropriate personal

	<p>relationships with subordinates, which may result in a real or perceived impact on the subordinate’s employment relationship.</p> <ul style="list-style-type: none"> • In addition to the legal requirement to report, managers, Councillors, Chapter Executives, Committee, Task Force and Working Group Chairs who receive a complaint, observe inappropriate behavior or are otherwise aware of inappropriate behavior are required to notify the Director, People Development immediately.
Procedures	<p>This policy includes the following procedures:</p> <ul style="list-style-type: none"> • Appendix A – PEO Anti-Workplace Violence Program: Procedures for dealing with an employee • Appendix B – PEO Anti-Workplace Violence Program: Procedures for dealing with a volunteer. • Appendix C – PEO Anti-Workplace Violence Program: Council Conduct Review Procedure. • Appendix D – PEO Anti-Workplace Harassment Program: Procedures for dealing with an employee. • Appendix E – PEO Anti-Workplace Harassment Program: Procedures for dealing with a volunteer. • Appendix F – PEO Anti-Workplace Harassment Program: Council Conduct Review Procedure.
Paramourncy	<p>This policy is required under the Ontario <i>Occupation Health and Safety Act</i>, 1990 (<i>OHSA</i>). Part III.0.1 – Violence and Harassment s.32. and is paramount over all other PEO policies.</p>
Responsibility	<ul style="list-style-type: none"> • The Registrar and the Director, People Development have administrative and functional responsibility for the maintenance and implementation of this policy. • Compliance with this policy is the responsibility of all PEO employees and volunteers. It is expected that employees and volunteers who are aware of incidents harassment will report such incidents to the Director, People Development or the Registrar.
Legal Recourse	<p>No part of this policy will at any time prevent a victim of workplace harassment or discrimination from taking legal action with regard to the incident.</p>

APPENDIX A: PEO Anti-Workplace Violence Program	
Procedures for dealing with an Employee	
Summoning Assistance	<ul style="list-style-type: none"> • PEO will provide contact information of who to notify in case of witnessing a violent incident. • Anyone witnessing a violent incident taking place must assess whether there is a need to contact law enforcement officials for immediate assistance. • PEO will have emergency procedures in place.
Reporting incidents of workplace violence	<ul style="list-style-type: none"> • Employees shall advise their direct manager and/or the Director, People Development of any and all incidents of workplace violence which they witness, or of which they have knowledge. • Employees are urged to advise their direct manager and/or the Director, People Development of any and all incidents of workplace violence in which they are involved. • If necessary, law enforcement officials will be contacted. • If the complaint is resolvable between the employee and the alleged wrongdoer, the Director, People Development will help to facilitate the resolution if possible. • For violent behavior by staff against PEO employees, volunteers, licence holders, engineering interns, applicants and visitors to PEO; any unresolvable complaint must be reported to the Registrar. • Where required by law, all incidents of violence will be reported to law enforcement authorities.
Filing a complaint	<ul style="list-style-type: none"> • Any employee who has been or feels they are at risk of being the victim of workplace violence, is encouraged to file a complaint with PEO. The complaint may be filed with the employee's direct manager, with the Director, People Development or with the Registrar. • Any employee who has witnessed an incident of workplace violence against PEO employees, volunteers, licence holders, engineering interns, applicants and visitors to PEO, must report the incident to PEO. The complaint may be filed with the employee's direct manager, with the Director, People Development or with the Registrar. • Employees who have been victims of workplace violence are urged not to confront the alleged wrongdoer. • Employees who have been victims of workplace violence have the option to press charges against the alleged wrongdoer in addition to reporting the incident to the responsible people identified above. • If an employee feels that they are at risk of violence being done to them by another employee or volunteer, they are encouraged to report this concern to their direct manager, the PEO Director, People Development, or to the Registrar. Each of these individuals is required to act on any report received.

<p>Investigation Process</p>	<p>All managers, supervisors, Directors, Deputy Registrars and the Chief Administrative Officer, Councillors, Committee and Chapter Chairs are required to report any concerns or issues brought to their attention regarding the risk of workplace violence. In the case that the complaint is against a PEO employee:</p> <ul style="list-style-type: none"> • All allegations of violence will be investigated in as timely and as fairly a manner as possible. • Confidentiality will be maintained as much as possible. • Where the Registrar believes on reasonable and probable grounds that an employee has committed an act of violence, the Registrar may appoint an independent investigator to investigate the matter. • The appointed investigator will report all findings to the Registrar. • For the purposes relevant to the subject matter of an investigation under this policy, the person appointed to make the investigation may inquire into and examine all relevant records relevant to the investigation. • No person shall obstruct a person appointed to make an investigation under this policy or withhold any information or records relevant to the investigation. • Investigations may include interviews with individuals filing the complaint; witnesses of the event and with the alleged wrongdoer. • Employees and volunteers who are asked to participate in an investigation are expected to cooperate, unless doing so would increase the risk of the alleged violence. • Decisions will be made based on consideration of all relevant facts and evidence. • Decisions will be made based on PEO policies and with the intent of assuring a work environment free from violence for all PEO employees, volunteers, licence holders, engineering interns, applicants and visitors. • If necessary, PEO will not hesitate to seek the assistance of law enforcement officials or of legal counsel. • The outcomes of all PEO investigations of harassment in the workplace must be reported to the individual(s) against whom the harassment was committed; and to the alleged wrongdoer(s) and, if required, to all affected PEO employees and volunteers. If either party is a volunteer, the report for the volunteer will be provided by the Human Resources Committee. If either party is an employee, the report for the employee will be provided by the Registrar. • Should the matter be reported to law enforcement officials, PEO will not implement an investigation that will in any way be prejudicial to any ongoing legal investigation. • An employee may refuse to work if he/she has reason to believe that the work environment is not safe and puts him/her at risk of workplace violence.
<p>Disciplinary Action</p>	<ul style="list-style-type: none"> • When an employee has been found to have been engaged in conduct that violates this policy, PEO will take all warranted disciplinary and/or

	<p>corrective action. This action may include but is not limited to: Counselling; progressive discipline up to and including termination of employment; other forms of action that PEO deems appropriate or that are required by law, including the PEO Complaints and Discipline process under the <i>Professional Engineers Act</i> for employees who are licence holders.</p> <ul style="list-style-type: none"> • Any employee who brings forth a complaint in bad faith will be subject to discipline, up to and including termination of employment and including the PEO Complaints and Discipline process under the <i>Professional Engineers Act</i> for employees who are licence holders. • Any employee, who fails to take appropriate action when made aware of violence in the workplace, including reporting their knowledge of such delay, will be subject to discipline, up to and including termination of employment including the PEO Complaints and Discipline process under the <i>Professional Engineers Act</i> for employees who are licence holders. • Any employee in the possession of weapons including, but not limited to guns, knives, explosives and other objects that could cause bodily harm will be subject to immediate dismissal, expulsion from the premises and notification of law enforcement officials, and will also be subject to the PEO Complaints and Discipline Process under the <i>Professional Engineers Act</i> for employees who are licence holders. <p><u>NOTE:</u> Employees should never attempt to intervene directly in physically dangerous or violent situation or altercations, however, such situations should be immediately reported to management and co-operation in a subsequent investigation process will be expected.</p>
<p>False Claims and non-reporting</p>	<p>PEO will take all warranted disciplinary or corrective action against any employee who deliberately makes false and/or malicious allegations of violence against another individual, up to and including termination of employment and/or the Complaints and Discipline Process under the <i>Professional Engineers Act</i> for employees who are licence holders.</p> <p>PEO will take all warranted disciplinary or corrective action against any employee who has witnessed incidents of workplace violence against another individual at PEO and does not report the incident.</p>
<p>Training</p>	<p>Employees will be trained to make them familiar with this policy and program. It is a requirement of employment for employees to successfully complete the training provided within three months of their start date.</p>

APPENDIX B: PEO Anti-Workplace Violence Program	
Procedures for dealing with a volunteer	
Summoning Assistance	<ul style="list-style-type: none"> • PEO will provide contact information of who to notify in case of witnessing a violent incident. • Anyone witnessing a violent incident taking place must assess whether there is a need to contact law enforcement officials for immediate assistance. • PEO will have emergency procedures in place.
Reporting incidents of workplace violence	<ul style="list-style-type: none"> • Volunteers must advise their Committee Chair, Chapter Chair and/or the Director, People Development and/or the Registrar of any and all incidents of violence at PEO of which they have knowledge; which they witness or in which they are involved. • The Director, People Development and the Registrar must report to Council any and all incidents of violence committed by or against any volunteer. • Where required by law, all incidents of violence will be reported to law enforcement authorities.
Filing a complaint	<ul style="list-style-type: none"> • Any volunteer who has been or feels they are at risk of being the victim of workplace violence, is encouraged to file a complaint with PEO. The complaint may be filed with an employee's direct manager, with the Director, People Development or with the Registrar or with a Committee Chair or Councillor. • Any volunteer who has witnessed an incident of workplace violence against PEO employees, volunteers, licence holders, engineering interns, applicants and visitors to PEO, must report the incident to PEO. The complaint may be filed with an employee's direct manager, with the Director, People Development or with the Registrar or with a Committee Chair or Councillor. • Volunteers who have been victims of workplace violence have the option to press charges against the alleged wrongdoer in addition to reporting the incident to the responsible people identified above. • If a volunteer feels that they are at risk of violence being done to them by an employee or another volunteer, they are encouraged to report this concern to the PEO Director, People Development, or to the Registrar. Each of these individuals is required to act on any report received.
Investigation Process	<p>All incidents of workplace violence, whether experienced or witnessed, must be reported.</p> <p>All managers, supervisors, Directors, Deputy Registrars and the Chief Administrative Officer, volunteers, Chapter Chairs, Committee Chairs and Councillors are required to report any concerns or issues brought to their</p>

	<p>attention regarding the risk of workplace violence. In the case that the complaint is against a PEO volunteer:</p> <ul style="list-style-type: none"> • All allegations of violence will be investigated in as timely and as fairly a manner as possible. • Confidentiality will be maintained as much as possible. • Where the Registrar believes on reasonable and probably grounds that a volunteer has committed an act of violence, the Registrar may appoint an independent investigator to investigate the matter. • The appointed investigator will report all findings to the Registrar. • For the purposes relevant to the subject matter of an investigation under this policy, the person appointed to make the investigation may inquire into and examine all relevant records relevant to the investigation. • No person shall obstruct a person appointed to make an investigation under this policy or withhold any information or records relevant to the investigation. • Investigations may include interviews with individuals filing the complaint; witnesses of the event and with the alleged wrongdoer. • PEO employees, volunteers, licence holders, engineering interns, applicants and visitors who are asked to participate in an investigation are expected to cooperate, unless doing so would increase the risk of the alleged violence. • Decisions will be made based on consideration of all relevant facts and evidence. • Decisions will be made based on PEO policies and with the intent of assuring a work environment free from violence for all PEO employees, volunteers, licence holders, engineering interns, applicants and visitors. • If necessary, PEO will not hesitate to seek the assistance of law enforcement officials or legal counsel. • The outcomes of all PEO investigations of violence in the workplace must be reported to the individual(s) against whom the violence was committed; and to the alleged wrongdoer(s) and, if required, to all affected PEO employees and volunteers. If either party is a volunteer, the report for the volunteer will be provided by the Human Resources Committee. If either party is an employee, the report for the employee will be provided by the Registrar. • Should the matter be reported to law enforcement officials, PEO will not implement an investigation that will in any way be prejudicial to any ongoing legal investigation. • Findings of any investigations of volunteers under this policy shall be reported to Council and the Registrar.
<p>Disciplinary Action</p>	<ul style="list-style-type: none"> • Any volunteer found to have been engaged in conduct that violates this policy will be subject to discipline, up to and including termination of volunteer appointment and/or the Complaints and Discipline Process under the <i>Professional Engineers Act</i> for volunteers who are licence holders.

	<ul style="list-style-type: none"> • Any volunteer who brings forth a complaint in bad faith will be subject to discipline, up to and including termination of volunteer appointment and/or the Complaints and Discipline Process under the <i>Professional Engineers Act</i> for volunteers who are licence holders. • Any volunteer, who fails to take appropriate action when made aware of violence in the workplace, including reporting their knowledge of such delay, will be subject to discipline, up to and including termination of volunteer appointment and/or the Complaints and Discipline Process under the <i>Professional Engineers Act</i> for volunteers who are licence holders. • Any volunteer in the possession of weapons including, but not limited to guns, knives, explosives and other objects that could cause bodily harm will be subject to immediate termination of volunteer appointment, expulsion from the premises and the authorities will be notified and the Complaints and Discipline Process under the <i>Professional Engineers Act</i> for volunteers who are licence holders. <p>NOTE: Volunteers should never attempt to intervene directly in physically dangerous or violent situation or altercations, however, such situations should be immediately reported to management and co-operation in a subsequent investigation process will be expected.</p>
<p>False Claims and non-reporting</p>	<p>PEO will take all warranted disciplinary or corrective action against any volunteer who deliberately makes false and/or malicious allegations of violence against another individual, up to and including termination of volunteer appointment and/or the Complaints and Discipline Process under the <i>Professional Engineers Act</i> for volunteers who are licence holders. PEO will take all warranted disciplinary or corrective action against any volunteer who has witnessed incidents of workplace violence against another individual at PEO and does not report the incident.</p>
<p>Training</p>	<p>Volunteers will be trained to make them familiar with this policy and program. It is a requirement of engagement for a volunteer position that all volunteers must successfully complete the training provided, within three months of their appointment. Current volunteers will be required to successfully complete training provided within six months of offering the training.</p>

APPENDIX C:	PEO Anti-Workplace Violence Program
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COUNCIL CONDUCT REVIEW PROCEDURE

Council will have a standing item on its in-camera agenda to deal with conduct concerns to deal with issues where it is reported that a member of Council may have violated PEO's workplace harassment and workplace violence policies.

Procedure

1. The Chair will ask Councillors and the Registrar if anyone has any matters related to the conduct of a Councillor related to the workplace harassment and workplace violence policies that he/she wishes to discuss.
2. The Councillor and/or Registrar will report the specific conduct that is alleged to violate the policy. The supporting material for review by members of Council may be provided at the meeting or in advance of the meeting.
3. The Councillor, who is subject to the concern, will be provided with an opportunity to provide his/her comments.
4. If the breach was minor and the Councillor agrees that his/her conduct was out of line a simple apology to members of Council and the offended parties along with a commitment to try to avoid a repeat of such inappropriate conduct ends the matter.
 - a. To be appropriate, the Councillor and/or Registrar raising the issue will be asked if he/she accepts the apology and is prepared to move on.
5. Should the Councillor disagree that his/her conduct was out of line, the Councillor raising the concern may:
 - a. Accept the explanation and thank the Councillor for the clarification, or
 - b. Identify that he/she still finds the conduct to be inappropriate and ask Council to vote if it found the conduct to be inappropriate.
6. Council will then reflect on the discussion and materials to ensure that they are fair and that its decision is either reasonably supported by the evidence or a reasonable application of Council's expected standard in the circumstances. If the majority of Council finds the conduct:
 - a. to violate either of the workplace harassment and workplace violence policies, the offending member of Council will be subject to discipline, up to and including disqualification from Council¹ or other forms of action that PEO deems appropriate or that may be required by law.
 - b. to not violate either of the workplace harassment and workplace violence policies, the matter is concluded. However, should Council determine that the employee or volunteer brought forth a complaint in bad faith, that person may be subject to discipline, up to and including termination of employment or volunteer appointment or other forms of action that PEO deems appropriate or that may be required by law.

Note: Nothing in the above procedure prevents a member of Council from pursuing other remedies regarding the matter.

¹ Subject to the approval of an amendment to Regulation 941.
Anti-Workplace Violence and Harassment Policy – February 2014

APPENDIX D: PEO Anti-Workplace Harassment Program

Procedures for dealing with and employee

Filing a complaint

Any employee who feels that they have been the victim of harassment and/or discrimination is encouraged to file a complaint with PEO. Any employee who has witnessed harassment and/or discrimination against PEO employees, volunteers, licence holders, engineering interns, applicants and visitors must file a report of the incident with PEO. The complaint may be made or the incident reported to the employee's direct manager, with the Director, People Development or the Registrar.

If an employee is comfortable, he/she may confront the alleged wrongdoer directly and advise that the behavior is objectionable, unwelcome and must cease immediately.

In all cases, the employee making the complaint must report the behavior to:

- their supervisor/chair or any other member of management with whom they feel comfortable;
- Director, People Development;
- Registrar

The contacts listed above are also available to discuss any concerns the employee may have and to provide them with information about the policy or complaint process.

Investigation Process

All managers, supervisors, Directors, Deputy Registrars and the Chief Administrative Officer, Councillors, Committee and Chapter Chairs are required to report any concerns or issues brought to their attention regarding the workplace harassment and/or discrimination to the Director, People Development and the Registrar. In the case that the complaint is against a PEO employee (for volunteers see Appendix B):

- All allegations of harassment/discrimination will be investigated in a timely and as fairly a manner as possible.
- Confidentiality will be maintained as much as possible.
- Where the Registrar believes on reasonable and probably grounds that an employee has committed an act of harassment/discrimination, the Registrar may appoint an independent investigator to investigate the matter.
- The appointed investigator will report all findings to the Registrar.
- For the purposes relevant to the subject matter of an investigation under this policy, the person appointed to make the investigation may inquire into and examine all relevant records relevant to the investigation.
- No person shall obstruct a person appointed to make an investigation

	<p>under this policy or withhold any information or records relevant to the investigation.</p> <ul style="list-style-type: none"> • Investigations may include interviews with individuals filing the complaint; witnesses of the event and with the alleged wrongdoer. • Employees and volunteers who are asked to participate in an investigation are expected to cooperate, unless doing so would increase the risk of the alleged harassment/discrimination. • Decisions will be made based on consideration of all relevant facts and evidence. • Decisions will be made based on PEO policies and with the intent of assuring a work environment free from harassment/discrimination for all PEO employees, volunteers, licence holders, engineering interns, applicants and visitors. • Outcomes of PEO investigations of workplace harassment/discrimination will be reported to the individual(s) against whom the harassment/discrimination was committed; to the alleged wrongdoer(s) and, if required, to all affected PEO employees and volunteers by the Registrar and/or the Director, People Development. If either party is a volunteer, outcomes will be reported to them by the Human Resources Committee. • Should the matter be reported to law enforcement officials, PEO will not implement an investigation that will in any way be prejudicial to any ongoing legal investigation.
Disciplinary Action	<p>When it has been determined by an investigation that an employee has engaged in inappropriate conduct, PEO will take all warranted disciplinary and/or corrective action. This action may include but is not limited to:</p> <ul style="list-style-type: none"> • Counselling; • Progressive discipline up to and including termination of employment. • Other forms of action that PEO deems appropriate or that are required by law including, in the case of employees who are licence holders, the Complaints and Discipline Process under the <i>Professional Engineers Act</i>.
False Claims and non-reporting	<p>PEO will take all warranted disciplinary or corrective action against any employees who deliberately make false and/or malicious allegations of harassment and/or discrimination against another individual.</p> <p>PEO will take all warranted disciplinary or corrective action against any employees who has witnessed incidents of harassment and/or discrimination against another individual at PEO and do not report the incident.</p>
Training	<p>Employees will be trained to make them familiar with this policy and program. It is a requirement of employment for employees to successfully complete the training provided within three months of their start date.</p>

APPENDIX E: PEO Anti-Workplace Harassment Program	
Procedures for dealing with a volunteer	
Filing a complaint	<p>Any volunteer who feels that they have been the victim of harassment and/or discrimination, is encouraged to file a complaint with PEO. Any volunteer who has observed harassment and/or discrimination against PEO employees, volunteers, licence holders, engineering interns, applicants and visitors is required to report the incident to PEO. The complaint may be made or the incident reported to the volunteers' Committee Chair and/or the Director, People Development and/or the Registrar</p> <p>If a volunteer is comfortable, he/she may confront the alleged wrongdoer directly and advise that the behavior is objectionable, unwelcome and must cease immediately.</p> <p>In all cases, the volunteer making the complaint must report the behavior to:</p> <ul style="list-style-type: none"> • the supervisor/chair or any other member of management with whom the volunteer feels comfortable; • Director, People Development; • Registrar <p>The contacts listed above are also available to discuss any concerns the volunteers may have and to provide information to the volunteer about the policy or complaint process.</p>
Investigation Process	<p>All managers, supervisors, Directors, Deputy Registrars and the Chief Administrative Officer, Councillors, Committee and Chapter Chairs are required to report any concerns or issues brought to their attention regarding the workplace harassment and/or discrimination to the Director, People Development and the Registrar. In the case that the complaint is against a PEO volunteer (for employees see Appendix A):</p> <ul style="list-style-type: none"> • The Registrar will forward the complaint to the Human Resources Committee. • All allegations of harassment/discrimination will be investigated in as timely and as fairly as possible. • Confidentiality will be maintained as much as possible. • Where the Registrar believes on reasonable and probable grounds that a volunteer has committed an act of harassment/discrimination, the Registrar may appoint an independent investigator to investigate the matter. • The appointed investigator will report all findings to the Registrar. • For the purposes relevant to the subject matter of an investigation under this policy, the person appointed to make the investigation may inquire into and examine all relevant records relevant to the investigation. • No person shall obstruct a person appointed to make an investigation

	<p>under this policy or withhold any information or records relevant to the investigation.</p> <ul style="list-style-type: none"> • Investigations may include interviews with individuals filing the complaint; witnesses of the event and with the alleged wrongdoer. • Employees and volunteers who are asked to participate in an investigation are expected to cooperate, unless doing so would increase the risk of the alleged harassment/discrimination. • Decisions will be made based on consideration of all relevant facts and evidence. • Decisions will be made based on PEO policies and with the intent of assuring a work environment free from harassment/discrimination for all PEO employees, volunteers, visitors and applicants. • Outcomes of PEO investigations of workplace harassment/ discrimination will be reported to the individual(s) against whom the harassment/discrimination was committed; to the alleged wrongdoer(s) and, if required, to all affected PEO employees and volunteers by the Human Resources Committee. If either party is a employee outcomes will be reported to them by the Registrar and/or the Director, People Development. • Should the matter be reported to law enforcement officials, PEO will not implement an investigation that will in any way be prejudicial to any ongoing legal investigation.
Disciplinary Action	<p>When it has been determined by an investigation that a volunteer has engaged in inappropriate conduct, PEO will take all warranted disciplinary and/or corrective action. This action may include but is not limited to:</p> <ul style="list-style-type: none"> • Counselling; • Termination of volunteer appointment. • Other forms of action that PEO deems appropriate, including the Complaints and Discipline process under the <i>Professional Engineers Act</i> for volunteers who are licence holders. • Other forms of action that may be required by law.
False Claims and non-reporting	<p>PEO will take all warranted disciplinary or corrective action against any volunteer who deliberately makes false and/or malicious allegations of harassment and/or discrimination against another individual.</p> <p>PEO will take all warranted disciplinary or corrective action against any volunteer who has witnessed incidents of harassment and/or discrimination against another individual at PEO and does not report the incident.</p>
Training	<p>Volunteers will be trained to make them familiar with this policy and program. It is a requirement of engagement for a volunteer position that all volunteers must successfully complete the training provided, within three months of their appointment. Current volunteers will be required to successfully complete training provided within six months of offering the training.</p>

COUNCIL CONDUCT REVIEW PROCEDURE

Council will have a standing item on its in-camera agenda to deal with concerns where it is reported that a member of Council may have violated PEO's anti-workplace harassment and anti-workplace violence policies.

Procedure

7. The Chair will ask Councillors and the Registrar if anyone has any matters related to the conduct of a Councillor related to the workplace harassment and workplace violence policies that he/she wishes to discuss.
8. The Councillor and/or Registrar will report the specific conduct that is alleged to violate the policy. The supporting material for review by members of Council may be provided at the meeting or in advance of the meeting.
9. The Councillor, who is subject to the concern, will be provided with an opportunity to provide his/her comments.
10. If the breach was minor and the Councillor agrees that his/her conduct was out of line a simple apology to members of Council and the offended parties along with a commitment to try to avoid a repeat of such inappropriate conduct ends the matter.
 - b. To be appropriate, the Councillor and/or Registrar raising the issue will be asked if he/she accepts the apology and is prepared to move on.
11. Should the Councillor disagree that his/her conduct was out of line, the Councillor raising the concern may:
 - a. Accept the explanation and thank the Councillor for the clarification, or
 - b. Identify that he/she still finds the conduct to be inappropriate and ask Council to vote if it found the conduct to be inappropriate.
12. Council will then reflect on the discussion and materials to ensure that they are fair and that its decision is either reasonably supported by the evidence or a reasonable application of Council's expected standard in the circumstances. If the majority of Council finds the conduct:
 - a. to violate either of the workplace harassment and workplace violence policies, the offending member of Council will be subject to discipline, up to and including disqualification from Council² or other forms of action that PEO deems appropriate or that may be required by law.
 - b. to not violate either of the workplace harassment and workplace violence policies, the matter is concluded. However, should Council determine that the employee or volunteer brought forth a complaint in bad faith, that person may be subject to discipline, up to and including termination of employment or volunteer appointment or other forms of action that PEO deems appropriate or that may be required by law.

Note: Nothing in the above procedure prevents a member of Council from pursuing other remedies regarding the matter.

² Subject to the approval of an amendment to Regulation 941.
Anti-Workplace Violence and Harassment Policy – February 2014