



## **Schedule J. Anti-Bullying/Anti-Harassment Policy**

### **I. SCOPE OF POLICY**

1. **Who is Bound:** AAPS has adopted this Human Rights and Anti-Harassment Policy to ensure ethical and respectful employment practices and treatment for all Students of AAPS, as well as Employees (as defined herein in paragraph 14). This Policy shall be visibly posted around the campus.
2. **Objective:** The objective of this Human Rights and Anti-Harassment Policy is to create a climate of understanding and mutual respect where each person feels a part of the AAPS community.
3. **Zero Tolerance:** AAPS will have a zero-tolerance policy for harassment or bullying. AAPS will not tolerate, ignore, or condone any form of discrimination or harassment and is committed to promoting appropriate standards of conduct at all times.
4. **May Result in Dismissal or Expulsion:** All Employees in the AAPS family are responsible for respecting the dignity and rights of their co-workers and the Students whom they educate. Students are in turn responsible for respecting the dignity and rights of their fellow Students. Discrimination and harassment are serious forms of Employee and Student misconduct which may result in disciplinary action up to and including discharge of an Employee, and which may result in Suspension or Expulsion of a Student.
5. **Harassment Free Workplace:** AAPS will take any and all reasonable steps available to ensure a harassment-free workplace, including barring the harasser from its facilities, where appropriate, or discontinuing business with Employees.

### **II. APPLICATION OF POLICIES**

6. **Online Harassment and Social Media:** Harassment and bullying will not be tolerated *on or off campus* to the extent that such conduct compromises a respectful and harassment free environment at AAPS. For example, online (social media, e-mail, or otherwise) harassment or bullying by a Student or Employee in our AAPS family will not be tolerated- and will be treated as if it occurred on campus.
7. **Enumerated Grounds:** *Without limitation*, the following prohibited grounds of discrimination and any combination of these grounds will specifically not be tolerated:

1. Race	6. Age	11. Gender;
2. Citizenship	7. Place of Origin;	12. Family Status;
3. Sexual Orientation	8. Sex (including pregnancy);	13. Ethnic Origin;
4. Ancestry	9. Marital Status;	14. Disability
5. Creed	10. Colour;	
8. **Right to Contract Equally:** Every person having legal capacity has a right to contract on equal terms without discrimination based on those items enumerated in paragraph 7 above.
9. **Equal Treatment in Employment:** Every person has a right to equal treatment with respect to employment without discrimination or harassment based on those items enumerated in paragraph 7 above.
10. **“Bullying” Standards may be Adopted:** AAPS is mindful that at the time this Human Rights and Anti-Harassment Policy is being drafted, the government of Ontario has passed new legislation in relation to anti-bullying. While such legislation will not specifically apply to the post-secondary education stream, AAPS applauds the draft legislation and may, on a case by case basis, be governed by some of its



principles to determine whether instances of “bullying” (which may fall short of or be qualitatively different from “harassment”) have occurred.

11. **Obligation to Report:** Staff and Students must report any alleged form of discrimination or bullying to the Human Resources Manager as soon as they become aware of an issue.
12. **Discrimination:** Discrimination, as used in this Human Rights and Anti-Harassment Policy, is any practice or behaviour, whether intentional or not, which has a negative impact on an individual or group because of personal characteristics or circumstances unrelated to the person's abilities or the employment or service issue in question (e.g., disability, sex, race, sexual orientation). Discrimination may arise as a result of direct differential treatment or it may result from the unequal effect of treating individuals and groups in the same way. Either way, if the effect of the behaviour on the individual is to withhold or limit full, equal and meaningful access to goods, services, facilities, employment, housing accommodation or contracts available to other members of society, it is discrimination.
13. **Duty to Accommodate:** This duty is the legal obligation of a college to take steps to eliminate disadvantage caused by systemic, attitudinal, or physical barriers that unfairly exclude individuals or groups protected under the Ontario Human Rights Code. It also includes an obligation to meet the special needs of individuals and groups protected by the Code unless meeting such needs would create undue hardship to AAPS.
14. **“Employee”:** *For the purpose of this policy*, the term employee includes: full-time, part-time, temporary, probationary and casual employees, co-op students, volunteers, job applicants, staff, contractors, and consultants working for AAPS.
15. **“Student”:** means current student of AAPS.
16. **“Equal Treatment”:** Equal treatment is treatment that brings about an equality of results and that may, in some instances, require different treatment. For example, to give all employees equal treatment in entering a building, it may be necessary to provide a ramp or an elevator for an employee who requires the use of a wheelchair.
17. **Harassment:** Means improper comment or conduct based on one or more of the prohibited grounds listed in the Ontario Human Rights Code, that a person knows or ought to know would be unwelcome, offensive, embarrassing or hurtful.
18. **Discipline:** AAPS will investigate any and all allegations for harassment promptly, in accordance with the law, and free from reprisal.

**Where to Report:** See Ms. Laleh Bighash immediately if there are any questions or concerns about this Human Rights and Anti-Harassment Policy.