

Prevention of Workplace Violence and Harassment Frequently Asked Questions

1. What should I do if I see someone else being bullied in the workplace?

You can speak up and explain that the behaviour is not appropriate. You may speak to the supervisor or manager about the incident. You may consult with your Human Resources Business Partner or the Centre for Human Rights, Equity and Inclusion or the Office of Student Community Standards. “There is no wrong door”: consult with the Humber representative you feel is appropriate and the departments will have the expertise to redirect cases or seek input from other departments if needed.

2. I’m nervous about coming forward with a formal complaint. Can I just talk to someone about my concerns or ask for advice?

The College has a legal responsibility to investigate concerns related to discrimination and harassment. The DHR or MHR will determine if a complaint should be pursued and determine the process pursuant to Humber’s Human Rights Policy.

3. I’m on contract and I’m fearful of not being hired back if I complain. What options do I have?

All College community members have the right to express legitimate concerns about incidents of discrimination and harassment that they are experiencing in their education, work or residence at Humber College without fear of reprisal. Anyone who attempts reprisal or threatens reprisal against a person who initiates a complaint or participates in proceedings under this Policy may be subject to disciplinary action.

4. I work at a service desk and I’m exposed to rude and obnoxious behaviour. What can I do?

You can remind individuals that harassment, racism, discrimination, coarse language, and aggressive/intimidating behaviour will not be tolerated. You should inform your supervisor of any incidents and a [report](#) can be completed.

Public Safety is available to provide assistance should the situation warrant it. They can be reached by pressing the alert button on your Humber desk phone or by dialling extension 8500.

5. What happens if bullying is from a client or a member of the public?

Harassment, racism, discrimination, coarse language, and aggressive/intimidating behaviour will not be tolerated by members of the public, online or in-person. You should document the interaction and report it to your supervisor.

Public Safety is available to provide assistance should the situation warrant it. They can be reached by pressing the alert button on your Humber desk phone or by dialling extension 8500.

6. Can Humber help with online workplace harassment?

Harassment is not tolerated online or in-person. You are advised to review the steps outlined in the [Human Rights Complaint Resolution Procedure](#). The **Office of Student Community Standards** can also provide assistance if the matter involves students. Various codes of conduct and guidance documents for both students and staff can be found at the [Office of Student Community Standards website](#).

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7. What training can my team take to learn more about harassment and violence prevention?

- [Human Rights Training](#)
- [Sexual Violence Awareness Training](#)
- [Bystander Intervention Training](#)
- [Active Attacker Response Training \(Run, Hide, Defend\)](#)
- [Employee Health & Safety Awareness Training](#)

8. When is the Office of Student Community Standards involved?

The Office of Student Community Standards manages complaints about the behaviour of students. If you have a complaint about a staff member or instructor, you should speak with their direct supervisor (Program Coordinator, Associate Dean, Manager of the service, etc.). Any member of the Humber community (student, staff or faculty) can contact the Office of Student Community Standards to consult about a matter and without lodging a formal complaint.

If you would like to file a formal complaint under the Code of Student Conduct or discuss whether a matter is related to the Code, contact the Office at (416) 675-6622 ext. 4357 or via email at oscs@humber.ca.

9. Why is domestic violence a workplace issue?

When family violence follows a victim to work, it becomes a workplace issue. An aggressor can present a risk to the victim or others in the workplace itself. In Ontario, the Occupational Health and Safety Act includes a provision for “domestic violence” in section 32.0.4. -Canadian Centre for Occupational Health and Safety

If you are concerned about domestic violence impacting the workplace, please speak with your supervisor. Occupational Health and Safety and Public Safety can also provide guidance and support.

10. I am uncomfortable working alone, what can I do?

A person is “alone” at work when they are on their own; when they cannot be seen or heard by another person. While it is not always hazardous to work alone, it can be when other circumstances are present. There are many steps that can be taken to help ensure the safety of the lone worker. Please visit the [Occupational Health and Safety website](#) and Public Safety’s [Work Alone Program](#) to learn more.

11. I’m nervous about walking through campus after dark. What options do I have?

Campus Walk is a free service that provides a walking partner to students, employees and visitors who wish to be accompanied to their car, Residence, transit stop or anywhere within the perimeter of Humber property. Campus Walk is comprised of student volunteers and Humber Security. You can request Campus Walk 24 hours a day, 7 days a week. Please visit Public Safety’s [Campus Walk website](#) to learn more.