

Humber Human Rights Policy: What Every Student and Employee Should Know

The Humber College Institute of Technology and Advanced Learning and the University of Guelph-Humber (hereafter referred to as “Humber” or “the College”) is committed to fostering a respectful and inclusive culture in which all members of the College community study, work and live free from discrimination and harassment.

Humber’s Human Rights Policy is guided by the Ontario Human Rights Code and the *Occupational Health & Safety Act* as well as other legislation, policies and collective agreements. Below is a summary of Humber’s Human Rights Policy. To view the full policy, please visit [Humber’s Policies and Procedures website](#).

When, where and to whom does the Human Rights Policy apply?

- It applies to all members of the Humber Community, including: all students, employees, governors, contractors, suppliers of services, individuals who are connected to any College initiative, volunteers and visitors.
- It covers incidents of **discrimination** and **harassment** that occur both on and off campus, and in the virtual environment which affect Humber’s learning, working and living environments.
- Student-to-student complaints are addressed through the [Office of Student and Community Standards](#).

What are Humber’s Employer & Employee Responsibilities?

- Foster a climate of understanding and mutual respect.
- Become familiar with Humber’s policies, procedures and practices and exhibit the appropriate behaviour for dealing with human rights.
- Prevent, report and discourage discrimination and harassment by others.
- Participate in ongoing professional development education and training.

What does Harassment in the Workplace look like?

- May be seen as a campaign to exclude, punish and humiliate a targeted worker; or
- Repeated mistreatment of one employee or student, with a malicious mix of humiliation, intimidation and sabotage of performance.

Forms of Workplace Harassment:

- unwelcome remarks, jokes, slurs, innuendoes or taunting
- hazing, stalking or shunning
- bullying
- displaying derogatory or offensive pictures
- verbal abuse
- unauthorized and/or unnecessary physical contact

Workplace harassment can be caused by:

- fellow employees
- supervisors
- managers
- customers
- students
- members of the public
- outside contacts

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What is meant by Discrimination?

The actual behaviour towards another person or group. It involves differential treatment, restricting and exclusion of a person or group based on one or more of the 17 prohibited grounds in the [Ontario Human Rights Code](#).

What are the steps involved in Humber's Human Rights Complaint Resolution Process?

Step 1: Address the Issue (Informal Process): If an individual feels that they are experiencing *harassment* and/or *discrimination*, the individual is advised to communicate to the person who is the source of the behaviour, either verbally or in writing, that the conduct is unwelcome. The Complainant should keep a detailed record of the behavior. **The Director, Human Rights, Equity & Inclusion (DHR)** is available at this stage to provide information and options for resolving issues.

Step 2: Reporting: If the behaviour continues and/or the individual is unable or unwilling to approach the person who is the source of the behaviour, the individual should contact an appropriate person such as an Instructor, Associate Dean, Program Coordinator, a nurse or a counsellor at the Student Wellness & Accessibility Centre or Director or Manager at the Centre for Human Rights, Equity & Inclusion.

Step 3: Mediation: The DHR may recommend mediation to the parties at any stage in the process.

Step 4: Investigating the Complaint (Formal Process): The investigation of a complaint will include meeting with the complainant, respondent and witnesses.

Step 5: Final Decision: The DHR will review the Investigator's report and make a decision if Humber's Human Rights Policy has either been violated or not violated based on a balance of probabilities. A Complainant or Respondent may appeal the decision in writing to the President or the President's designate.

Prohibited Grounds in the Ontario Human Rights Code:

- Ancestry
- Race
- Disability
- Place of origin
- Age
- Family status
- Sex
- Ethnic origin
- Citizenship
- Colour
- Sexual orientation
- Gender identity
- Gender expression
- Religion/creed
- Marital status
- Receipt of public assistance,
- Record of offences

Humber's Director, Centre for Human Rights, Equity & Inclusion is Nancy Simms, ext. 4425

For more information, please visit <https://hrs.humber.ca/human-rights-equity-diversity.html>