

Discrimination and Harassment Policy

POLICY:

Lakeview Estates is committed to providing a safe and secure community where everyone is treated with respect and dignity.

Additionally, Ontario's *Condominium Act, 1998* and other legislation, including the *Occupational Health and Safety Act*, places a legal obligation on Oxford Standard Condominium Corporation No. 111 (O.S.C.C. No. 111) to protect its **contractors, managers, directors, owners and visitors** from harassment and discrimination.

For the purposes of this policy the following definitions are adopted:

WHAT IS HARASSMENT?

- Engaging in a course of unwelcome words or behaviours that are known or ought reasonably to be known to be offensive, humiliating, demeaning or intimidating

WHAT IS DISCRIMINATION?

- Actions or behaviours that result in differential, unfavourable or adverse treatment based on one or more of the prohibited grounds as set out in the *Ontario Human Rights Code* such as age, ethnicity, race, religion, disability, gender identity, sex and sexual orientation.

COMPLAINT PROCEDURE

1. Report

Anyone who believes they have experienced harassment or discrimination may file a written complaint to the Property Manager. Only written complaints will be investigated.

2. Investigation

Upon receipt of a written complaint, the Property Manager, in consultation with the Board of Directors of OSCC#111 will determine the nature of the investigation. All investigations will be conducted in a fair, respectful and timely manner and may include interviews and statement taking as well as reviewing relevant material to clarify the details of the matter. Depending on the specific nature of the complaint, investigations may be referred to a third party, external investigator.

Any incidents involving potential threats, violence or injury will be reported to police.

OSCC#111 will make every attempt to preserve and protect the confidentiality of those involved throughout the process to the extent practicable and appropriate under the circumstances.

3. Resolution

Upon completion of the investigation, OSCC#111 will respond to the complainant and communicate its findings and actions in writing.

In no circumstance will any individual who in good faith reports a complaint or assists in its investigation be subjected to any form of retribution, retaliation, or reprisal.

All records including minutes of meetings, interviews, results of investigations and other relevant material will be kept confidential by OSCC#111 except to the extent the disclosure is necessary to conduct a full and fair investigation and to take remedial and/or disciplinary action in relation to the complaint.