



May 19, 2009

City Clerk's Office
City Hall
11th Floor east
100 Queen St. West
Toronto, ON
M5H 2N2

RE: City Council report request on Achievement of Access, Equity & Human Rights Goals

Dear Mr. Pennachetti

With respect to your letter of April 2, 2009, I have attached for your information a copy of the Board of Governors of Exhibition Place's policy titled "Positive Workplace Environment" dated October 2006 which is our human rights policy.

With respect to advising Council of initiatives undertaken, we have been in contact with Ms Ceta Ramkhalawansingh, Manager, Diversity Management and Community Engagement and await her finalized reporting format for future use.

For your information, one of our goals and objectives, we will be revisiting our Policy to ensure that all matters related to Access, Equity and Human Rights is in keeping with the City Council's recommendations and requirements.

Sincerely

Dianne Young
CEO

c.c. Mr. Sandy Douglas, Director of HR



Exhibition Place

FORMERLY CALLED:	Workplace Harassment
------------------	----------------------

DATE OF ISSUANCE		
October	16	2006

SUPERCEDES POLICY		
	1995	

PAGE		
1	of	2

Every employee has the right to work in an environment that promotes well being, recognizes diversity, encourages employees to achieve their best and rewards a team oriented workplace.

Exhibition Place will not only embrace the spirit of the Ontario Human Rights Code but will strive to be a community leader in creating a productive workplace where each employee is treated with dignity and respect.

Behaviours that intimidate, annoy, offend or are malicious in nature will not be tolerated. Any person who persists in such behaviour, which they know or should know, is unwelcome, may be deemed to have participated in harassing activities.

The workplace is defined as any location where the business of Exhibition Place is being conducted. Harassment which occurs outside the workplace but which has repercussions in the work environment, adversely affecting employee relationships, may also be defined as workplace harassment.

In the event an incident occurs, the management of Exhibition Place will treat any complaint of harassment as a serious matter. It is Exhibition Place's desire that complaints of harassment will be successfully resolved within Exhibition Place. All complaints received will be held in the strictest confidence.

Workplace harassment is unpleasant and intimidating. Fear of retaliation, embarrassment or feelings of guilt may prevent employees from complaining, however, it is essential that each employee protect their rights and the rights of others by following the guidelines below.

Ask the harasser to stop: Inform the harasser that their behaviour is unwelcome. An individual although they should know better, may not realize that they are being offensive. A simple request may resolve the problem. If the person refuses to cooperate, remind them that such behaviour is against Exhibition Place policy.

Keep a record of the harassment: When did the harassment start, for example dates, times, location? What happened? Were there any witnesses? Were there any threats of reprisal? What was your response? Failure to keep a diary of the events will not invalidate your complaint, however will reinforce it.

Continuing Harassment: If the harasser continues their behaviours, you should report the problem to your supervisor and / or a member of Human Resources.

Resolving the Situation: Upon receiving a complaint, the Manager, Director, General Manager will advise the Director of Human Resources & Security and together they will conduct an investigation.

The investigation will include interviewing the complainant, the alleged harasser and any other persons who may provide information.

Information will be received in strict confidence and will be documented. If there is evidence of harassment, sufficient disciplinary action, up to and including discharge, will be taken to prevent any recurrence.

It is the responsibility of all supervisory staff to see that harassment does not occur in the workplace and to protect any employee from retaliation. It is the responsibility of all employees to promote a safe and harmonious workplace and to take such steps as necessary to ensure that any instances of harassment or intimidation are reported to Human Resources.

Approved By: Chief Executive Officer & The Board of Governors of Exhibition Place