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**To:** Mackenzie, Rosemary  
**Subject:** Toronto Atmospheric Fund

>>> "Julia Langer" <[jlanger@tafund.org](mailto:jlanger@tafund.org)> 6/10/2009 3:19 PM >>>

For your information on this matter. Can you advise who I should send this to on the Audit Committee.

We require all of our grantees to sign the attached Schedule B - Declaration of a Non-Discrimination Policy, which mirrors the policy of the City.

The following two clauses are found in TAF's Personnel policy:

**2.3 Conditions of Employment**

No employment vacancy shall be deemed to exist in TAF unless the Executive Director has approved the vacancy.

All recruitment, selection and appointment of employees will be made in adherence with the current:

- Policies and Procedures
- Ontario Human Rights Code
- Freedom of Information and Protection of Privacy Act
- Employment Standards Act
- Principles of Employment Equity

**3.5 Workplace Harassment Policy**

TAF is committed to ensuring a work environment free of any form of harassment. Every staff member and volunteer has the right to work in an environment free from harassment and unacceptable workplace behaviour. Such behaviour towards an individual because of race, colour, religion, country of origin, ethnicity, gender, sexual orientation, age disability, marital status or family status cannot be tolerated. The TAF will treat any allegation of such behaviour as a serious matter.

Any behaviour is unacceptable if it was unwelcome or the person engaging in such actions knows or should know it is unwelcome.

The workplace includes, but is not limited to, the office location. It is extended to any location where staff, volunteers and/or clients of programs are required to be together because of work demands, including functions and travel related to the work of TAF.

In addition, unacceptable behaviour which occurs outside the workplace, but which has repercussions in the work environment adversely affecting working relationships, may also be defined as unacceptable workplace behaviour.

Unacceptable workplace behaviour may include the following, but is not limited to the following:

- Unwelcome jokes, remarks, taunting or innuendoes with respect to race, sex, sexual orientation, colour, religion, or ethnicity, or with respect to a person's body or attire.
- The display of racist, derogatory, or offensive pictures or material;
- Refusal to converse with or work with another staff member or volunteer because of ethnic origins, sex, sexual orientation, or religious beliefs;
- Leering, suggestive gestures or unnecessary physical contact such as patting or pinching; and
- Offensive sexual flirtations, advances, and propositions.

A staff member, client or volunteer who feels subjected to unacceptable workplace behaviour should register his or her concern as soon as possible with the Executive Director and/or President of the Board of Directors. Any record or evidence of the behaviour should be brought forward to reinforce the allegation but is not necessary in reporting an allegation.

Any allegation and information will be received in strict confidence and will be documented. However, documentation will not be maintained on an employee or volunteer's personnel file for raising an allegation nor where an allegation made against the person was subsequently not upheld.

If a person is found to be guilty of unacceptable workplace behaviour, disciplinary measures will be taken. Such measures may include suspension or dismissal and/or reporting the matter further to the

appropriate authorities.

It is the responsibility of the Executive Director and Board of Directors to protect any staff member or volunteer from retaliation for having made an allegation in good faith, whatever the outcome of the investigation of the allegation.