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Supporting a workplace that is free of harassment and discrimination

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The University of Toronto strives to be a workplace that is inclusive and welcoming for all members of our community. Workplace incivility, harassment and discrimination take many forms, all of which are unacceptable and unwelcome at the University of Toronto.

Policy Framework

All University of Toronto faculty, librarians, and staff work under a common set of workplace conduct policies and guidelines, as set out below. These workplace policies and guidelines are available online:

- Policy with Respect to Workplace Harassment and the associated Workplace Harassment Program guidelines:
  - Guideline for Employees on Concerns and Complaints Regarding Prohibited Discrimination and Discriminatory Harassment (Discrimination Guideline)
  - Human Resources Guideline on Workplace Harassment and Civil Conduct (Civility Guideline)
- Policy with Respect to Workplace Violence and the associated Workplace Violence Program.
- Policy on Sexual Violence and Sexual Harassment

These policies and guidelines set out the University's expectations of behavior and conduct, and outline the processes used when community members bring forward concerns and complaints.

Raising a Concern or Complaint

If you are experiencing sexual violence or sexual harassment in the workplace, you may raise it with the Sexual Violence Prevention and Support Centre. The contact information for this office is listed below.

If you are experiencing workplace incivility, harassment or discrimination of any kind, you may raise it

with the University by contacting any of the University's 13 Divisional HR Offices or any of the University's Equity offices across the St. George, UTM, and UTSC campuses. You may approach whichever HR and / or Equity office you are most comfortable speaking with; you are not required to speak with your local Divisional HR Office. A list of offices and their contact information is set out below.

Divisional HR Offices:

- Arts & Science
- Central Administration HR Services (CAHRS)
- Dentistry
- Engineering
- Kinesiology & Physical Education (KPE)
- Medicine
- Ontario Institute for Studies in Education (OISE)
- Professional Faculties
- Rotman School of Management
- U of T Libraries
- U of T Mississauga (UTM)
- U of T Scarborough (UTSC)
- University Operations & Real Estate Partnerships

http://contact.hrandequity.utoronto.ca/#divisional

Accessibility for Ontarians with Disabilities Act (AODA) Office
aoda@utoronto.ca
Phone: 416.978.7236

Anti-Racism & Cultural Diversity Office (ARCDO)
antiracism@utoronto.ca
Phone: 416.978.1259

Community Safety Office
Phone: 416.978.1485

Equity, Diversity and Inclusion Office (UTSC)
edio.utsc@utoronto.ca

Equity & Diversity Office (UTM)
edo.utm@utoronto.ca
Phone: 905.569.4916

Sexual & Gender Diversity Office (SGDO)
sgdo@utoronto.ca
Phone: 416.946.5624

Sexual Violence Prevention & Support
svpscentre@utoronto.ca
Phone: 416.978.2266

We encourage anyone who is concerned about someone's conduct toward them in the workplace to

reach out to one of the resources listed above, or to contact their Divisional HR Representative for more information on other available supports.

Training

The University provides training on workplace harassment to all employees as part of its Basic Health and Safety Awareness Training. All current employees are required to have taken this training, which is updated from time to time. If you have not taken the training, or if you would like to refresh your training, you may do so at https://ehs.utoronto.ca/training/my-ehs-training.

Additional training on issues of harassment and discrimination is available on the SuccessFactors Learning system or by contacting any of the offices listed above.

Additional Supports

In addition to the resources provided by our Divisional HR Offices and Equity Offices, appointed staff and faculty have access to the Employee & Family Assistance Program (EFAP), offered through Homewood Health. This is a free, confidential, counselling service available for staff, faculty, and their families whenever they need it. You can reach out to Homewood Health directly at any time by calling 1-800-663-1142. Information on the program is available on the HR & Equity website.

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