

Faculty & Staff in Supervisory Roles: Reference Guide

Policy on Discrimination and Harassment: Prevention and Response

1	<p>RECOGNIZE</p> <p>Does the concern fall under the Policy, based on:</p>	<p>The understanding of the person with the concern. The person may say that they have been harassed, bullied, and/or discriminated against.</p>
		<p>Your professional judgment. Know and understand the definitions of discrimination, harassment, and poisoned environment. Pay attention to words such as hostile, toxic, bullying, belittling, demeaning, humiliating.</p>
		<p>Related Policies/Codes. General misconduct, violence, threats of violence, sexual assault, and other Criminal Code matters do not fall under the Policy. Sexual harassment and other forms of sexual violence fall under the Sexual Violence Policy.</p>
2	<p>INFORM</p> <p>If you think that the Policy applies, give the person a copy of the Consultation with Supervisor document.</p> <p>Be sure to inform them of the following:</p>	<p>Limits to Confidentiality and Reporting Requirements</p> <p>The University recognizes the importance of confidentiality and will protect it to the extent permitted by its legal obligations. Limitations to confidentiality exist when:</p> <ul style="list-style-type: none"> • an individual is at risk of harm to self or of harming others; • there are reasons to be concerned with future violence risk or safety; • disclosure is required by law (for example, abuse of someone under the age of 18) or to comply with the Occupational Health and Safety Act or human rights legislation; • evidence of the disclosed incident is available in the public realm; • there are reporting requirements of a relevant regulatory or professional licensing body; or • the University is subject to legal proceedings that, in the opinion of the Provost & Vice-President (Academic) or the Vice-President (Administration), in consultation with the President, require the disclosure of information. <p>Note: As part of the University's internal responsibility to maintain an environment free from Discrimination and Harassment, information shall be shared on a 'need to know' basis.</p>
		<p>You are required to consult with an Intake Office regarding any matters relating to discrimination or harassment, without necessarily identifying those involved.</p>
		<p>The Policy, Supports Available, and Option of Referral to Intake Office</p> <ol style="list-style-type: none"> The Policy: www.mcmaster.ca/policy/General/HR/Discrimination_and_Harassment.pdf Resources: listed on www.mcmaster.ca/respectfulcommunity, for example: Ombuds Office, Employee & Family Assistance Program, union, Student Wellness Centre. Intake Offices: Equity and Inclusion Office, Employee/Labour Relations, Student Support & Case Management, and FHS Professionalism Office.
3	<p>LISTEN</p> <p>Ask the person with the concern what they want to do.</p> <p>They can choose to:</p>	<p>Communicate directly with the person to make it known the behaviour is unwelcome.</p>
		<p>Ask for your assistance, of the assistance of an Intake Office, to help address the situation. Approaches to resolve the matter may involve:</p> <ul style="list-style-type: none"> • fact-finding discussion, clarification of the issues, facilitated conversations, informal dispute resolution, coaching, reconciliation, workplace restoration, settlement conferences, restorative justice measures, or mediation.
		<p>File a Complaint with an Intake Office, seeking the University's formal response.</p>
4	<p>CONSULT</p> <p>With an Intake Office for advice and guidance on how to proceed:</p>	<p>After they've left, consult with one of the Intake Offices. You do not necessarily need to provide identifying information in this initial consultation.</p>
		<p>As appropriate, assist with resolving the complaint in consultation with an Intake Office.</p>
		<p>Report to an Intake Office when a matter is resolved or is unable to be resolved.</p>