



AURORA PUBLIC LIBRARY BOARD WORKPLACE HARASSMENT POLICY

Aurora Public Library is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace. This applies to all workers, including employees, managers, temporary employees, students, volunteers, sub-contractors, customers, clients, as well as other employers, supervisors, workers, volunteers and members of the public, as applicable.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, including workplace sexual harassment.

Workplace sexual harassment means:

- a. Engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the Employer or manager relating to the management and direction of workers or the workplace is not workplace harassment. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Examples may include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes and disciplinary action.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person. Refer to the Workplace Harassment Program for information on reporting any incidents of workplace harassment.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers and workers are expected to adhere to this policy. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If an employee needs further assistance, he or she may contact CUPE Local 905.02, a Joint Health & Safety Committee representative, the Human Rights Legal Support Centre or the Employee Assistance Program.

Related APL Policies:

1. Violence in the Workplace Policy
2. Health & Safety Policy Statement

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