

4.09 Discrimination

POLICY

Catulpa promotes and encourages diversity in all aspects of the organization and within the communities we serve. Discrimination of any type, internally or externally, will not be tolerated. The agency supports the Ontario Human Rights Code and prohibits actions that discriminate against people based on protected grounds and social areas.

Protected grounds are:

- Age
- Citizenship
- Place of origin
- Disability
- Marital status
- Sex
- Gender Identity or expression
- Ancestry, colour, race
- Ethnic origin
- Creed
- Family status
- Record of Offences
- Sexual Orientation
- Receipt of public assistance

Protected social areas are:

- Accommodation (housing)
- Employment
- Membership in unions, trade or professional associations
- Goods, services and facilities
- Contracts

PROCEDURES

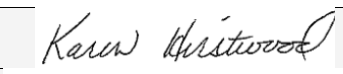
1. Catulpa expects that all staff, volunteers, students and consultants working within the agency, will treat all others with dignity and respect. Individuals will experience a fair, safe, inclusive and nondiscriminatory work environment at all times. Discriminatory disparagement, harassment and/or violence of any kind will not be tolerated.
2. All discrimination complaints will be dealt with in strict confidence subject to the agency's obligation to conduct a thorough investigation. The investigation will be conducted in a timely and effective manner. All witnesses, if any, will be interviewed. Following the completion of the investigation, the complainant will be personally advised of the findings and the conclusions which have been reached. Unionized employees may have a Union Representative present.

3. Employees who are not satisfied with any aspect of the investigation, may raise concerns directly with the Executive Director. Employees also have the right to file a formal complaint with the Ontario Human Rights Commission, or take legal action.
4. Catulpa staff, students and volunteers will be provided regular training opportunities to proactively support inclusiveness within the workplace.
5. Catulpa programs, Policies and Procedures, decisions and actions will be written and implemented in recognition of the need for inclusiveness, accommodation, safety, and acceptance of all individuals within our workplace and community.
6. Catulpa will ensure there is a valid reason for collection and use of personal information, including that of gender, gender identity or gender expression. Anyone can have their name or sex designation changed on agency identity documents and other records if desired. When the above information is collected, the reasons for collection will be shared.
7. For acts of discrimination by individuals outside of this organization, (persons served, participants, and /or their family members) the employee will alert their Manager and/or the Manager of human resources. Action will be taken to resolve the issue, including possible re- assignment, temporary or permanent withdrawal of services or legal action.

INDICATORS

1. All Policies and Procedures and decisions were written and implemented in an inclusive manner.
2. All staff, students and volunteers were provided relevant training opportunities.
3. All identity records were confirmed to collect personal information only as required.
4. Any complaints regarding discrimination were addressed appropriately by the organization.

Next Review	August 2023
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Date	Action (Approval, Revision, Review)	Signature
October 2022	Revision	
March 2018	Approval (Discrimination previously included with Sexual Harassment & Discrimination (formerly #3.9 H/S - Sexual Harassment component now included in a standard titled Workplace Harassment & Violence))	