

CAN-WELD TESTING & TRAINING CENTRE
Policies & Procedures

ST07 – Student Anti-Violence and Harassment

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Complied by: Sharon Somes Date Complied: April 2017

Approved by: Jann Arseneault Date Complied: May 2017

Revised by: Joanna Arseneault Revision Date: January 2024

SCOPE:

It is the Policy of Can-Weld Training & Testing Centre (Can-Weld) that all employees and students have a right to work and study in an environment that asserts the personal worth and dignity of each individual.

In order to achieve this objective, Can-Weld will not tolerate any form of discrimination and/or harassment in its employment, educational, business dealings, social functions, telephone and/or electronic communication. Every member of Can-Weld community has the right to file a complaint of discrimination/harassment.

This policy shall apply where there exists a negative work or study environment or potential adverse impact on individuals' work or study performance, or on their work or study environment. Incidents occurring off-campus which have no or little likelihood of any impact on the work/study environment at the institution should be pursued through the Human Rights Commission or other external procedures.

POLICY/DEFINATIONS:

Prevention, Education and Enforcement

Can-Weld, through the administrators and instructors is responsible for communicating to all employees, students, clients, the public, and/or contractors that harassment and discrimination are prohibited. As well as, administrators and instructors will be monitoring, implementing and enforcing, where necessary, all aspects of the policy and procedures.

The primary purpose of this policy and attached procedures is to encourage the parties to resolve their disputes, where possible, through informal resolution and/or mediation. However, it is understood that where it is found that a violation of the Policy has occurred, Can-Weld may take appropriate action, including discipline, as defined in the section on Procedures.

Responsibility

Can-Weld recognizes its responsibility to deal quickly, fairly, and effectively with harassment and discrimination should it arise.

An administrator or instructor who knows of or is in possession of information of harassment and/or discrimination contrary to this Policy and has the authority to penalize or prevent the conduct, or the continuation or repetition of the conduct and fails to use that authority will be considered responsible for failing to exercise his/her authority and in violation of this Policy.

This Policy is supplemental to any other legal right or remedy that Can-Weld may have in conducting its affairs, whether as an educator, employer, and owner of property or pursuant to any contractual relations. This Policy is not intended to be a substitute for the normal exercise of management or operational functions by Can-Weld, but rather to provide a mechanism to deal with situations where the treatment of members of Can-Weld are at issue and complaints are made. It is understood, that Can-Weld may continue to exercise all of its pre-existing legal rights without recourse to this Policy or may assume the role of complainant where circumstances warrant.

Confidentiality

While individuals are encouraged to seek advice and counsel regarding possible violations of this policy, it is requested that the confidential nature of the complaint be maintained throughout the process by any person(s) with knowledge of the complaint.

Prohibited Grounds

The policy will include coverage of:

- a. Harassment,
- b. Sexual Harassment,
- c. Racial/Ethnic/Cultural Harassment,
- d. Discrimination,
- e. Poisoned Environment,
- f. Intention to Discriminate/Hate Literature, and
- g. Systemic Harassment/Discrimination
- h. Reprisal

for all of the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, age, record of offenses, marital status, family status, the receipt of public assistance in the area of housing accommodation, mental or physical disability, union or non-union membership, political affiliation, and student/staff/faculty associations.

These will be referred to from now on as the “*PROHIBITED GROUNDS.*” Can-Weld reserves the right to rely upon the provisions of the Ontario Human Rights Code with respect to legal permissible exceptions to the prohibited grounds.

- a. **HARASSMENT** - means engaging in a course of vexatious comments or conduct related to one or more of the prohibited grounds that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate, which adversely affects the employment or academic status of the individual.

This may include, but is not limited to: demeaning gestures, remarks, jokes, taunting, innuendo, display of offensive materials, offensive graffiti, threats, verbal or physical assault, unwarranted penalties, stalking, slurs, shunning, or exclusion related to the prohibited grounds.

- b. **SEXUAL HARASSMENT** - means engaging in a course of conduct of a gender-related or sexual nature that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate. Depending on its severity, one action may constitute sexual harassment.

This may include, but is not limited to: demeaning gestures, remarks and jokes; slurs, taunting, innuendo based on gender or sexual orientation; unwanted physical contact; leering; inappropriate comments about clothing, physical characteristics or activities; unwanted questions or comments about one's private life, sexual orientation, marital or family status; the display of sexually offensive material; solicitation; unwanted attention; implied or expressed promise of reward or benefit in return for sexual favours; implied or expressed threat or act of reprisal if sexual favours are not given; or sexual assault (Criminal Code offense).

- c. **RACIAL/ETHNIC/CULTURAL HARASSMENT** - means engaging in a course of conduct negatively relating to race/ethnicity/culture that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile, derogatory or inappropriate. Depending on its severity, one action may constitute racial/ethnic/cultural harassment.

This may include, but is not limited to: demeaning remarks or gestures based on race, ethnic origin or cultural differences, jokes about race, ethnic origin or cultural differences, inappropriate displays of racial stereotypes, racial/ethnic/cultural slurs, unwanted questions or comments of a racial/ethnic nature about one's private life, or physical assault (Criminal Code offense).

- d. **DISCRIMINATION** - is one or a series of action(s) or any behaviour based on a prohibited ground that results in the unfavourable, adverse or preferential treatment which negatively affects or could negatively affect the employment status of an employee or the academic status of a student, or the provision of any college service.

This may include, but is not limited to: the refusal to provide goods, services or facilities without just cause; the exclusion from employment or employment benefits; the refusal to work with, teach, or study with someone; or the failure to provide physical access and/or housing accommodation.

- e. **POISONED ENVIRONMENT** - is a form of discrimination. It may be created by comments or actions of any persons regardless of her/his position or status. These offensive comments or actions spoil the work, study, housing or other environment. The poisoned environment forms an unequal term or condition of employment, study and/or accommodation, based on a prohibited ground, and is therefore a violation of the right to be free from discrimination. The comment or conduct must be of a significant nature or degree and have the effect of "*poisoning*" the work or study environment. A complainant does not have to be a direct target to be adversely affected by a negative environment. It includes any conduct or comment that creates and maintains an offensive, hostile, or intimidating climate for study or work.

This may include, but is not limited to: exposure to graffiti, signs, cartoons, remarks, exclusion, or adverse treatment.

- f. **INTENTION TO DISCRIMINATE/HATE LITERATURE** - means any notice, sign, symbol, emblem or other representation that expresses or implies discrimination or an intention to discriminate (inciting hatred) against any identifiable group.

The Ontario Human Rights Code specifically prohibits the expressed intent to discriminate or infringe rights, or intent to incite others to discriminate or infringe rights, under the Code.

It is a violation of this policy, to publish, display, transmit (by any medium), knowingly retrieve or distribute before the public or direct to an individual, or cause to be published, displayed, transmitted or distributed within Can-Weld College or through the use of college resources, with the intent of inciting others to discriminate (inciting hatred against any identifiable group), any hate literature. Communicating statements, other than in private conversation, which willfully promote hatred against any identifiable group is an offense under the Criminal Code.

- g. **SYSTEMIC HARASSMENT/DISCRIMINATION** - means the existence of policies, practices, procedures, actions, or inactions that may appear neutral, but have an adverse impact associated with one of the prohibited grounds.

This may include, but is not limited to: negative stereotypical portrayal of groups/individuals in materials, attendance policies that do not accommodate religious and/or family responsibilities; failure to provide and/or participate in college authorized bona fide accommodation measures; and course selection criteria and/or job postings with requirements/qualifications that are not bona fide.

- h. **REPRISAL** - every individual who files a complaint of discrimination or harassment, participates or co-operates in an investigation, provides information relevant to a complaint, or acts in any role under the policy and/or these procedures has a right to do so without reprisal or threat of reprisal.

This may include, but is not limited to: adverse actions by a person who has the authority to confer, grant or deny a benefit or advancement to the person filing a complaint

Academic Standard

This Policy is intended to foster a balance between academic freedom and freedom from Discrimination/Harassment. Can-Weld strives for a learning, teaching and work environment which promote inclusion, understanding and respect for all Students and Employees.

It is Can-Weld's objective to ensure that curriculum; teaching and promotional materials reflect our Ontario Career College community. Where teaching and/or promotional materials are being developed and/or utilized, every effort shall be made to portray and acknowledge the diversity of Canadian society. Materials that may contain discriminatory bias and stereotypes must be used exclusively for the purpose of ensuring that members of Can-Weld community become open-minded, discerning, critical and analytical thinkers, aware of historical and current values, attitudes and behaviours.

Coverage

The policy and procedures, within the work/study environment will apply to the Can-Weld community:

- full-time and part-time employees
- full-time and part-time students
- members of unions, private companies and associations who have a direct relationship with Can-Weld College
- contractors who provide products/services or research
- visitors or guests who have no ongoing connection to the institution, but are on campus
- individuals who are directly connected to any joint college initiatives

Visitors, contractors, and/or suppliers of services who attend a Can-Weld College campus location will be subject to complaints if they engage in prohibited conduct. All contractual relationships entered into by Can-Weld will be governed by a standard contract compliance clause stating that contractors must comply with this Policy and the Ontario Human Rights Code, including co-operating in investigations. Breach of the clause may result in penalties, cancellation, or debarment if a contractor is found in violation of this Policy or the Ontario Human Rights Code.

Documented and substantiated complaints may result in discipline of an employee, up to and including dismissal, and/or academic discipline of a student, up to and including withdrawal from Can-Weld.

All members of Can-Weld community have the right to file a complaint with the Ontario Human Rights Commission in order to preserve their rights under the Code. The Code requires complaints to be filed with the Commission within six months of the occurrence of the facts upon which the complaint is based, unless the Commission is satisfied that the delay was incurred in good faith and no substantial prejudice would result to any person affected by the delay.

All employees and students of Can-Weld community are required to participate in the proceedings as outlined in the Procedures attached to this Policy as part of their contractual obligation with Can-Weld. However, it does not preclude the right of Can-Weld or an individual to seek other legal options.

Protection of Records

All records of meetings, consultations, discussions or communications, including investigation, mediation, resolution and Complaint Review (i.e. conversations, documents, identities of the parties) will be kept on confidential file in the Administration Office.

PROCEDURE/GUIDELINES:

The goal of these procedures is to encourage the parties to resolve their disputes, where possible, through **informal resolution** and/or mediation.

1. No adverse action will be taken against a person or a group without their knowledge where there is an alleged breach of the Discrimination/Harassment Policy (hereafter referred to as the "*Policy*"), unless notification to the individual and/or group would cause Can-Weld to violate specific legal obligations with regards to the dignity, safety or security of its constituent(s).
2. Parties to a complaint will have a reasonable opportunity to dispute, correct or contradict all allegations, present arguments and evidence in support of his or her position throughout all stages outlined in these procedures. All parties to a complaint may be represented by an agent of their choice.
3. Every individual who files a complaint, participates or co-operates in an investigation, provides information relevant to a complaint, or acts in any role under the policy and/or these procedures has a right to do so without reprisal or threat of reprisal.
4. Malicious complaints or inappropriate breaches of confidentiality will be considered violations of the Policy. Any individual or group that makes a frivolous, vexatious, false or bad faith complaint pursuant to this Policy for the purpose of harming another individual or group breaches the Policy and may be disciplined.
5. Nothing in the Policy or these Procedures precludes a person of the Can-Weld environment from seeking alternate routes (e.g. Collective Agreement, Ontario Human Rights Commission, Courts, etc.).
6. However, it is understood that once Can-Weld is aware that a human rights complaint may exist, it has an obligation to proceed to investigate the complaint in order to ensure that any alleged discrimination or harassment will not continue to take place.
7. Throughout these procedures, all information collected remains confidential in the administration office, except when disclosure is required to investigate and/or resolve a complaint; or when disclosure of information or the giving of evidence is required, such as grievance arbitrations, Ombudsperson, Ontario Human Rights Commission and/or judicial proceedings.
8. Where a complaint is substantiated, Can-Weld's objective is to restore complainants to the position they would have been in had the discrimination/harassment not occurred. Options may include, but are not restricted to, a written apology (a letter acknowledging responsibility for the policy violation and regret for the harm that was caused); restoration of academic status; review of marking a student's assignment/test; and, provision of counseling.
9. In appropriate circumstances, alternative procedures designed to be responsive to cultural differences may be considered if both parties agree to their use.
10. In compliance with Can-Weld's responsibility and legal liability, the manager or administrator is required to deal quickly, fairly, and effectively with actual situations of harassment and/or discrimination arising in their work or academic area.
11. Upon gaining knowledge of perceived violations of this Policy, Manager/Administrator; after consulting the owner, will discuss with any alleged violators the requirement to adhere to Can-Weld's standards regarding harassment and discrimination. The Manager/Administrator will direct the persons involved to desist from actions which may violate the policy. Manager/Administrator will inform them of the possible disciplinary consequences of such violations and where warranted, disciplinary action shall be taken.

12. the Manager/Administrator will also inform the alleged victim of this Policy and Procedure of their right to use other alternative routes. The Manager/Administrator will report all incidents of perceived discrimination/harassment to the Administration Office, including instances which required disciplinary action.
13. When a Manager/Administrator has knowledge of a threat to a college member's personal safety or security, they will report the situation directly to the Can-Weld Owner.
14. Can-Weld is committed to providing a safe and secure work and study environment. A personal safety/security threat is defined as a situation which may be in the form of an assault, sexual assault, assault causing bodily harm, threat of assault, uttering threats of death/damage, harassment (criminal) of an individual, or any other act that constitutes a violent act as defined in the Criminal Code of Canada and/or any action that would constitute workplace violence as determined by the Occupational Health and Safety Act. A threatened individual or any person who becomes aware of a safety/security threat to any other person on the facility site is responsible to immediately obtain help from staff or the police. All situations must be reported to Can-Weld.
15. Where it is deemed to exist that a threat to the personal safety/security of anyone within the property of Can-Weld, Can-Weld may suspend the alleged violator(s).
16. Where an alleged violator is an employee of Can-Weld, suspension shall be with pay and benefits, and without loss of employment status until such time as an investigation can be completed.
17. Where the alleged violator is a student of Can-Weld and providing they are participating in these procedures, Can-Weld will endeavour to provide alternative arrangements for academic/experiential studies in consultation with the program faculty and administrator(s). Wherever possible such alternative arrangements shall be provided while the investigation is ongoing. Where such alternative arrangements are not possible during the investigation and where no violation of the Policy is established, Can-Weld will provide equivalent alternative opportunities at no additional costs to the student.
18. Where an alleged violator is not an employee or student of Can-Weld, he/she shall be denied access to Can-Weld facility site property and related activities.
19. Where a person believes that a violation of the Policy has occurred, he/she may seek confidential advice from the administrators and/or instructors, request informal intervention and/or file a formal complaint with the Administration Office. However, it is understood that these procedures do not preclude an individual from exercising other legal or contractual rights.
20. Reports of alleged violations should be directed to the Administration Office, which will act as agent for Can-Weld throughout the complaint process.
21. A College complaint may be initiated where allegations or violations of this policy are reported and there is no individual complainant(s).
22. A complaint must be filed within six months of the circumstances giving rise to the complaint, unless the delay was incurred in good faith and no substantial prejudice will result to any person affected by the delay.

Formal Complaints of Alleged Violations

1. Shall be recorded in writing.
2. Two or more complaints alleging a violation engaged in by the same person, or having facts in common, may be dealt with in the same proceeding.
3. While parties are encouraged to seek advice and counsel, it is requested that the confidential nature of the complaint shall be maintained throughout the process by any person(s) with knowledge of the complaint.
4. A person who is the subject of a complaint made under this procedure and who has reason to believe that the complaint is vexatious, in bad faith, or itself a form of harassment, has the right to file a complaint.
5. A complainant may, at his or her discretion, decide to withdraw a complaint at any point in the procedure. However, it is understood that Can-Weld may pursue a complaint in order to comply with its legal obligations.
6. Upon receipt of information alleging Discrimination or Harassment, the administration office will initiate a preliminary review to determine if the situation is within the limits of the administration office and shall advise a complainant if:
 - a. the complaint is not based on any of the prohibited grounds and should be dealt with through other college procedures such as Collective Agreement(s), Academic Appeal process or Ombudsperson;
 - b. the subject matter of the complaint has been found to be trivial, frivolous, and vexatious or made in bad faith. Frivolous, vexatious, or bad faith complaints may result in sanction. The process and sanctions will be the same as for other complaints (tied to the severity of the breach and relationship of the respondent to Can-Weld);
 - c. the complaint appears not to be within the jurisdiction of Can-Weld; or
 - d. the complaint cannot be supported and/or substantiated.
7. Where the Administration Office advises a complainant to withdraw a complaint or to seek alternative routes, the complainant shall be advised in writing of the reasons and alternative procedures within or outside Can-Weld system.
8. Where the agreement between the Can-Weld administrators and instructors determine that a complaint is not based on any of the prohibited grounds, the complaint shall be terminated subject to appeal of other community means.
9. While the goal of these procedures is to encourage parties to resolve their disputes either informally or through mediation, of the Can-Weld Owner may be obligated to exercise its authority to initiate more formal intervention, within one of the following areas:
 - a. the allegations, if proven, warrant severe disciplinary action, i.e. suspension, dismissal and/or expulsion;
 - b. the allegations, if proven, would have an adverse effect on academic programs and/or Can-Weld's reputation;
 - c. there is more than one aggrieved person; and/or

- d. there are significant differences in the complainant's and respondent's versions of the facts.
 - e. the dispute is one in which the security, health or safety of those involved are at risk; and/or
 - f. the complaints involve possible offences under the Criminal Code of Canada or other federal or provincial statutes.
10. Where there is reason to believe that there is a violation of the Policy, but where the situation could be remedied by informal resolution, the Administration Administrator (hereafter referred to as the "*Administrator*") or designate shall meet with each party involved and attempt to affect a settlement of the complaint informally. The Administrator or designate will provide impartial counseling to all parties in the dispute, including advice on external means of redress available (e.g. Courts, Human Rights Commission, Collective Agreement).
 11. Where the parties to the complaint agree to a resolution, it shall remain confidential, be documented, filed with the Administration Office and the complaint considered resolved.
 12. In the absence of an agreed upon settlement reached informally by the Administration Office, the complainant(s) may withdraw the complaint, request mediation or file a formal complaint.
 13. In the absence of an agreed upon settlement reached informally, the complaint may proceed to mediation at the request of the complainant, respondent and/or Administrator.
 14. Mediators shall be designated after consultation with the local union(s), student federation council(s) and administration of Can-Weld. It is understood that the Administration Office will provide ongoing training and assistance with internal mediators.
 15. The Mediator shall be selected, on a rotating basis, subject to availability, from the list of internal experienced mediators, after consultation with the parties. The Administration Office will be responsible for coordinating the meeting between the Mediator and the parties involved. Mediation shall normally be conducted within 5 working days after informal resolution was attempted.
 16. The Mediator shall meet with the parties involved, provide both parties an opportunity to present the relevant facts and assist them in arriving at a mutually agreeable solution, in order to affect a settlement of the complaint.
 17. Where the parties to the complaint agree to a resolution, it shall be documented, signed by the parties, filed in the Administration Office and the complaint considered resolved.
 18. It is further understood that all discussions throughout mediation are privileged, will remain confidential and will not be used in the event a formal complaint is pursued.
 19. The Investigator/Administrator will conduct an investigation of the allegations giving rise to the complaint. The Investigator/Administrator will meet with the respondent(s), complainant(s), persons that may have information relevant to the complaint and any other person(s) requested by either the complainant or respondent that may have additional information for the purpose of determining the facts and providing all reasonable opportunity for any information to be included in the investigation report.

20. Within 60 working days of being appointed, the Investigator/Administrator shall compile a draft Investigation Report.
21. Both the complainant and respondent will have the right and responsibility to provide all information as accurately as possible, including dates, times, location of the allegations and any other information that would assist in the investigation. The Investigator/Administrator may request:
 - a. the production, for inspection and examination, of documents or things that are or may be relevant to the investigation;
 - b. copies of above said documents; and
 - c. interviews with any person(s) on matters that are or may be relevant to the complaint.
22. In the event of a complaint alleging personal safety or security threat, the Investigator/Administrator will have the authority to contact and consult with any law enforcement or other appropriate agency, for the purpose of completing his/her report.
23. The Investigator/Administrator may enter college property at any reasonable time in the presence of Security personnel, for the purpose of investigating a complaint. Where such an investigation involves a search of the work area of an employee or the study area and/or locker of a student, while prior notice of such a search need not be given, reasonable effort will be made to conduct the search in the presence of the employee or student.
24. Any search shall be recorded and documented by staff or, where necessary, by the appropriate law enforcement agency.
25. Where a complaint alleging Personal Safety/Security Threats is made, the investigation shall be given priority and shall be conducted and a recommendation rendered within 10 working days.
26. The Investigator/Administrator shall provide a copy of the draft report to each of the complainant(s) and respondent(s), who shall have 10 working days in which to notify the Investigator/Administrator, in writing, of any errors or omissions in the report in the description of the facts or allegations provided by each of them to the Investigator/Administrator.
27. The Investigator/Administrator shall make any further enquiries or amendments, if required, in order to prepare a final Investigation Report, with a copy sent to both the complainant(s) and respondent(s).
28. The Can-Weld Owner, within 10 working days of receipt of the Investigator/Administrator's Report, shall prepare a Conduct Report which will describe what actions, if any, are required that would achieve compliance with the Policy, in respect of the complaint (e.g. education, sanction and/or redress) and future behaviour and/or practices.
29. Where the Investigator/Administrator's Final Report finds no facts to substantiate the allegations, and/or finds that the complaint was a frivolous, vexatious, false or bad faith complaint pursuant to this Policy, the Conduct Report will address what actions, if any, are required to exonerate a respondent and/or initiate other actions as deemed appropriate by Can-Weld.

30. It is understood, that where the Conduct Report identifies disciplinary action against a student or any employee, the decision and disciplinary action shall be conveyed, discussed and confirmed at a final meeting involving the affected parties.
31. For employees, the meeting may include: the respondent; the respondent's Dean/Director or designate; the respondent's agent; Director of Employee Relations or designate; and the Director of the Administration Office.
32. For students, the meeting may include: the respondent; the respondent's agent; the Coordinator or Chair of the student's academic program; and the Director or designate of the Administration Office.

The disciplinary directive shall be issued, in writing, by the Can-Weld owner.

A final Conduct Report, outlining all details of the resolution, shall then be provided to all parties involved in the disposition of the complaint. Where necessary, any memoranda required as a result of the recommendations in the Conduct Report may be placed in the official Student or Employee File for up to two years, subject to the provisions of a collective agreement. In all circumstances, copies of all documents, reports, memoranda shall be confidential and maintained in the Administration Office for reporting and/or operational purposes.

It is understood that all documents, correspondence and discussions regarding the disposition of a complaint will be treated in confidence and all parties to a complaint are requested to maintain confidentiality to the greatest extent possible.

Complaint Review

Within 10 working days of receiving the Conduct Report, where either the complainant or respondent allege any of the following:

- i. prejudice by procedural unfairness; or
- ii. determination that the complaint could not proceed as it is not based on a prohibited ground; or
- iii. determination that a breach was unsupported by the facts; or,
- iv. determination that a sanction was excessive or insufficient,

A written appeal may be submitted to the administration office or lead instructor designate, within 10 working days requesting a Complaint Review, outlining the reasons for the request.

The Vice-President, or designate, may constitute a Review hearing within 10 days of receipt of the request.

The Review shall be chaired by the Vice-President, or designate, and have one member selected by the complainant and one member selected by the respondent.

Where either the complainant(s) or respondent(s) do not select persons to the Review, Can-Weld will appoint persons as necessary to complete a Review of three.

The Review shall review any written submissions, investigative reports, final resolution report and any other written documentation with regards to the complaint. Depending upon the nature of the complaint, the Review may hear further submissions.

Within 30 working days of the Review being convened, the Review shall make its decision and communicate the Review's findings and recommendations to all parties involved.

The decision of the Complaint Review shall be final and binding on the parties. However, it is understood that:

- i. any unionized employee may grieve any sanction imposed through grievance procedures set out in the Collective Agreement(s) with Can-Weld;
- ii. Any employee or student may consult with internal and/or external persons, including Can-Weld Ombudsperson, the Ontario Human Rights Commission, or any other person or agency who they determine would be appropriate.

Consequences of Policy Violation

The primary purpose of any actions taken in consequence of a violation of the Discrimination/Harassment Policy is to create an environment that is harassment and discrimination free.

Where it is found that a violation of the Policy has occurred, Can-Weld may take appropriate action, including discipline, but not restricted to the following:

- Mandatory Training
- Warning (Verbal and/or written)
- Academic Probation
- Disciplinary Directive
- Suspension
- Behavioral Contract
- Disciplinary Transfer
- Dismissal/Expulsion
- Restriction of Contracts

Consequences are determined with respect to the severity of the facility and the relationship of the respondent(s) to Can-Weld.