



CANADIAN BUSINESS COLLEGE

POLICY & PROCEDURES FOR RACE RELATIONS

POLICY STATEMENT

CANADIAN BUSINESS COLLEGE affirms the principle, as stated in the Ontario Human Rights Code, 1981, that every person has the right to be free from racial harassment based on race, ancestry, place of origin, colour, ethnic origin, citizenship or creed.

The College recognizes its responsibility to take strong and concrete action to educate, to prevent, and to provide procedures for redress of racial harassment or discrimination. All reasonable means will be used to assist the subjects of such attentions.

SCOPE

Freedom from discrimination of the above grounds is defined in the Ontario Human Rights Code, 1981, s, 1-6.

1. Harassment and discrimination may include comments or conduct by an instructor, supervisor, support staff, or student towards another which is intimidating, annoying, harmful, or malicious. Any person who persists in such behaviour which he or she knows or should know is unwelcome and illegal may be guilty of harassment or discrimination.
2. Racial or ethnic harassment or discrimination may include, but is not restricted to:
 - unwelcomed remarks, jokes, innuendo or taunting about a person's racial or ethnic background, colour, place of birth, citizenship or ancestry;
 - the displaying of racist, derogatory or offensive pictures or material;
 - refusing to converse or work with an employee or student because of his/her racial or ethnic background;
 - insulting gestures or practical jokes based on racial or ethnic background.

PROCEDURES FOR STUDENT

Where a student considers himself/herself to be the subject of racial or ethnic harassment:

1. The student should ensure that the person whose action has been construed as harassment, is aware that the conduct is unwelcomed.
2. If step (1) has been followed and the activity does not cease, the student should meet with an appropriate person such as the Principal or counsellor to attempt to attempt to resolve the situation in a manner acceptable to all parties.
3. It is recommended that all incidents of racial or ethnic discrimination be reported to the Principal
4. The above processes do not preclude the individual from seeking legal counsel or making a complaint before the Human Rights Commissions.

PROCEDURES FOR STAFF

1. All reports of incidents of racial or ethnic harassment and/or discrimination may be made the Principal who will provide counselling and advice on further procedure.
2. When necessary, an ad hoc committee will be established to deal with documented cases.



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3. While all staff are encouraged to follow the Complaint Procedure, it is understood that nothing in this policy is intended to prevent a complainant from pursuing his complaint with the Human Rights Commission.

POLICY ON SEXUAL HARASSMENT

CANADIAN BUSINESS COLLEGE affirms the principle, as stated in the Ontario Human Rights Code, 1981, that every person has the right to be free from sexual harassment.

CANADIAN BUSINESS COLLEGE will not tolerate any kind of sexual harassment of staff or students.

The College recognizes its responsibility to educate staff, to prevent incidents of sexual harassment, and to provide procedures for redress of such incidents. All reasonable means will be used to assist the victims of such attentions.

Sexual harassment is defined as the unwanted, coercive and repetitive sexual attention that negatively impacts on a job, undermines a job performance, academic results or progress, threatens economic livelihood or scholastic achievement.

Sexual harassment is defined in the Ontario Human Rights Code, 1989, s 6 (3), as:

- a) a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- b) a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

PROCEDURES FOR REDRESS

STUDENTS:

Where a student considers himself/herself to be the subject of sexual harassment:

- a) The student should meet with the Principal who will attempt to resolve the situation in a manner acceptable to the parties.
- b) If necessary, an ad hoc committee will be established.

The above process does not preclude the individual from seeking legal counsel or making a complaint before the Human Rights Commission.

STAFF:

All reports of incidents of sexual harassment are to be made to the immediate supervisor and to the Principal who will provide counselling and advice on further procedures.

If necessary, an ad hoc committee will be established.

The above process does not preclude the individual from seeking legal counsel or making a complaint before the Human Rights Commission.