

## Human rights policy

At Plan International Canada, we recognize the importance of respecting people for their differences. Therefore, discrimination on any basis, including age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), record of offences (in employment only), sex (including pregnancy and breastfeeding), sexual orientation is prohibited and will not be tolerated.

This non-discriminatory policy applies to employment advertising, recruitment and selection, promotion, training, transfer, compensation, disciplinary action and employee termination.

In addition, we embrace Employment Equity principles and will be proactive in welcoming opportunities to improve the representation of women, aboriginal people, members of visible minorities and persons with disabilities in our workforce.

We hire, train, promote and compensate employees based on their ability to do the job as well as their dependability and potential for advancement without regard to age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), record of offences (in employment only), sex (including pregnancy and breastfeeding), sexual orientation.

Any employee who feels his or her Human Rights have been discriminated against or violated for any reason should contact Human Resources for immediate assistance. The Human Resources Department is accountable for taking prompt action to investigate any such report.

Discriminatory action is grounds for dismissal.

Any employee who is not satisfied with the actions of the organization after all avenues of recourse have been exhausted may refer the complaint directly to the Ontario Human Rights Commission.

## Questions and Answers

### ***What should I do if I think my Human Rights have been discriminated against or violated?***

You should bring the issue to the Human Resources department. If you prefer, you can speak with your people leader first, but this is not required. The organization has a legal requirement to investigate any complaint raised.

### ***Will there be any reprisals if I do raise a Human Rights complaint?***

No. It is everyone's right, under the law, to be protected from such discrimination mentioned in the above policy statement. However, Plan International Canada, as an employer, also has an obligation under the law to investigate any such complaint which means that in the complaint process your identity may be made public to the organization at large.

### ***What are my responsibilities as a people leader in connection with this policy?***

You are responsible for the working environment of your department or business unit. If you hear about or suspect that someone in your unit is demonstrating discriminatory behaviours or violating procedures, you have a duty to contact and inform Human Resources so that the situation can be investigated (see below).

If the investigation shows that discrimination has occurred, Human Resources is accountable for making sure that the appropriate disciplinary measures are taken. Discipline can range from notification that the behaviours/procedures must change right up to dismissal from Plan International Canada for serious or persistent breaches of our Human Rights Policy.

***What should I do if one of my staff comes to me with a Human Rights complaint?***

The organization has a legal requirement to investigate all Human Rights complaints; therefore you must bring the complaint to the attention of the Human Resources department. You should, first and foremost, document the information you have received. Secondly, you should thank the employee for their courage to discuss the issue. You should not try to resolve the issue by yourself without having notified Human Resources about its existence and receive informed advice about what to do.

You should tell the employee that you are required to do this and reassure the individual that the confidentiality of the process will be maintained as much as possible. However, his/her name may have to be revealed. It is important to stress that there will be no reprisals for having raised a Human Rights complaint. It is the employee's right to be protected and it is the employer's responsibility to investigate.

**Sexual harassment / gender-based harassment policy**

At Plan International Canada, we recognize our responsibilities to provide a working environment that is free from intimidation, including sexual and gender-based harassment. Harassment of any kind is unacceptable and will not be tolerated.

Sexual harassment includes but not limited to: unwelcome sexual contact and remarks, leering, inappropriate staring, unwelcome demands for dates, requests for sexual favours, spreading sexual rumors (including online), displays of sexual offensive pictures or graffiti or comments or conduct to an employee or employment candidate that is known or ought to be known as unwelcome.

People leaders are accountable for maintaining a harassment-free workplace. Individual employees can contact their people leader or Human Resources if they believe they are being harassed.

Human Resources is responsible for investigating all complaints and for instigating corrective action if necessary.

Any employee who is not satisfied with the actions of the organization after all avenues of recourse have been exhausted may refer the complaint directly to the Ontario Human Rights Commission.

**Questions and Answers**

***How do I make a Sexual Harassment complaint?***

You should speak with your people leader or Human Resources whomever you are most comfortable with. In either case, Human Resources will have to get involved. The most important thing is for you to feel free to speak frankly with whomever you choose to contact. Make an appointment, saying you have a confidential matter to discuss, so that a private place can be found for the conversation.

***What are my responsibilities as a people leader in connection with this policy?***

You are responsible for the work environment of your unit. If you hear about or suspect some form of sexual harassment, you have a duty to respond.

If you observed the behaviour yourself, you can choose to start by speaking directly with the individual (see suggestions below)

If you have not personally observed the behaviour, you should contact Human Resources so that the situation can be investigated in a prompt but suitably confidential manner.

If sexual harassment was found to have occurred, Human Resources is accountable for making sure that appropriate disciplinary measures are taken. Discipline can range from notification that the behaviour must change right up to dismissal.

***I have noticed some inappropriate behaviour in a colleague that worries me. What do I do?***

We all have a responsibility to protect the quality of our working environment from negative behaviour that affects others. Therefore, you could raise the issue with the person involved, explaining what you have noticed and that you think s/he should stop. Give specific examples but do not get into a debate about whether or not the behaviour constituted “sexual harassment”.

If you prefer or if the situation continues despite your intervention, you should speak to your people leader or with Human Resources.

***One of my staff has told me about a possible sexual harassment situation. What do I do?***

If you feel uncomfortable with the information you have heard and feel that it could warrant inappropriate behaviour, you should contact Human Resources and they will investigate the situation.

**Workplace anti-violence and harassment policy**

Plan International Canada is committed to creating, promoting and preserving a safe and healthy work environment for all of its employees, contractors, suppliers, volunteers, visitors and donors. Plan International Canada does not tolerate any acts of violence or harassment/bullying against or by any Plan International Canada employee or volunteer.

Plan International Canada has a zero tolerance for workplace violence and/or harassment of any kind.

Every Plan International Canada employee and volunteer shall be held personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination or harassing behavior. As such, employees and volunteers will be expected to report any violence and/or harassment immediately whether it was observed, happened to them personally or if the problem was reported to them.

People leaders are held responsible for maintaining an anti-violent and harassment-free workplace.

Individual employees can contact their people leader or Human Resources if they believe they are being harassed.

If the complainant is not satisfied with the action taken, she or he may submit a complaint to the Human Rights Commission. The complainant should be aware that this option to bring a complaint to the Commission is available to them at any point during the process set out herein.

**Questions and Answers**

**How do I make a workplace violence complaint?**

You should speak with your people leader or Human Resources, whomever you are most comfortable with. Regardless Human Resources will have to get involved.

**What are my responsibilities as a people leader in connections with this policy?**

You are responsible for the work environment of your team/business unit. If you hear about, suspect or see some form of violence or harassment, you have a duty to respond.

### **Who investigates when a complaint has been made?**

Human Resources is accountable for investigating all complaints and for instigating corrective action if necessary.

**For more information on this policy please see the full Workplace Anti-Violence and Harassment Policy below.**

<http://plannet/Resources/Pages/PoliciesandProcedures.aspx?RootFolder=%2fResources%2fPolicies%20and%20Procedures%2fHuman%20Resources&FolderCTID=&View=%7b96BB0817%2d0E84%2d4158%2d862A%2d4F31CEFE3D32%7d>

### **Health and safety workplace policy**

At Plan International Canada, we recognize the importance of maintaining a safe and healthy workplace. Plan International Canada recognizes the importance of providing working conditions and work practices that are conducive to the safety and health of its employees. Plan International Canada is committed to health and safety, and recognizes that it must create a safe and secure environment for its employees. All staff has a role to play in maintaining a safe work environment and following safe work practices. The President and CEO is ultimately accountable for these matters.

#### **Health and Safety Program**

The Health and Safety Program's goal is to protect the health and safety of employees, identify and control hazards before they cause accidents or illnesses and to help plan for emergencies. The various program elements focus on:

- Identifying potential hazards through regular inspections with a focus on eliminating or controlling any potential hazards.
- Developing written safe work procedures.
- Encouraging workers to express concerns and suggest improvements on health and safety issues, for example, through safety talks, meetings or consultation with the Health & Safety Committee Members.

#### **Health and Safety Committee**

The Health and Safety Committee is a key part of the organization's approach to identifying and dealing with any workplace hazards or concerns in a regular and timely fashion. Plan International Canada through this Committee, will take steps to promote awareness of occupational health and safety, and arrange for any necessary staff training. Plan International Canada resolves to incorporate health and safety considerations into its planning and the development of its policies and programs.

Other important points to note:

- Dangerous equipment or materials, where necessary to perform work, are stored in a secure place, and handled with proper safety equipment.
- In the Toronto office, each kitchen, coffee print room and reception is equipped with a fully-stocked first-aid kit.
- In the Ottawa office, the first aid kit is located in the respite room, located on the lower level beside the kitchen.
- Employees will be provided with information, instruction and supervision through orientation, training sessions and on the job instructions with the intent to inform, educate and protect all employees from all health and safety hazards in the workplace and to ensure the need to adhere to safe work methods.
- All staff is kept informed of relevant health and safety regulations and organizational procedures (e.g. emergency response, reporting of accidents, etc.)

## Questions and Answers

### ***What does the Health and Safety Committee do?***

The Health and Safety Committee is a component of Plan International Canada's Health and Safety Program. The Committee meets on a quarterly basis to review the monthly workplace inspection reports and incident reports. Together the Committee discusses health and safety issues and makes recommendations and advises on effective systems or solutions to respond to any concerns or potential issues. This Committee is the principal forum for consultation between employees and their people leader's on the handling and resolution of health and safety concerns in the work-place. It consists of members representing the employer, and an equal number of members representing the employees.

The Committee is responsible for:

- Receiving and dealing with employees' complaints on matters of health and safety;
- Establishing and promoting programs for the education of employees in safety and health;
- Participating in all inquiries and investigations into occupational health and safety matters;
- Consulting with professional and technical specialists as necessary;
- Monitoring programs and practices relating to occupational health and safety;
- Collecting information on existing or potential hazards in the work-place;
- Ensuring adequate records are kept on work accidents, injuries, illnesses and health hazards, and monitoring those records;
- Reviewing and taking appropriate action on all government and employer reports concerning the safety and health of employees;
- Escalating sensitive issues that are outside of the scope of this Committee to Management's Executive Sponsor for resolution;
- Identify any precautionary measure that should be taken with respect to external contractors working on-site, and the use of leased space.

### ***I think there are unsafe working conditions in my area. How can I report it?***

The first thing to do is bring the situation to the attention of your people leader and colleagues so that they are forewarned of the need to take extra care. It is possible that among you, you can find a solution that removes the problem. If you believe that inadequate precautions have been taken as a result of your warning, you should contact Management's Executive Sponsor or the Health and Safety Committee.