

PARKDALE COMMUNITY INFORMATION CENTRE

**EQUAL ACCESS
AND
NON DISCRIMINATION**

Adopted by Board of Directors: December 20, 1995

**Reviewed by Board of Directors
and
Approved By Board of Directors
Date: November 13, 2007**

**PARKDALE COMMUNITY INFORMATION CENTRE (PCIC)
POLICY OF EQUAL ACCESS AND NON DISCRIMINATION**

I. POLICY STATEMENT

1.1 This policy applies to clients, staff, volunteers and board members of the Centre. Anyone who accepts a position as PCIC staff, volunteer, student or Board member must accept and endorse this policy.

1.2 Parkdale Community Information Centre (the "Agency") is committed to providing an environment in which all individuals are treated with respect and dignity. The Agency will in no way tolerate discrimination or harassment.

1.3 All employees of the Agency are responsible for respecting the dignity and rights of their co-workers and the public they serve. Discrimination and harassment are serious forms of employee misconduct which may result in disciplinary sanctions up to and including termination of employment.

1.4 Visitors to the Agency, users of the Agency's facilities and persons conducting business with Parkdale Community Information Centre (PCIC) are also expected to adhere to this policy, including refraining from discrimination or harassment of employees, members of the Board, persons acting on behalf of the Agency as well as visitors to and users of the Agency. If such harassment occurs, PCIC will take any steps available to ensure a discrimination and harassment free workplace, including barring the person from the Agency's facilities, or discontinuing business with contractors or consultants.

II. DEFINITIONS

Discrimination and Harassment

Employment

2.1 The Ontario Human Rights Code (the "Code") states that every person has a right to equal treatment in employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

2.2 The Ontario Human Rights Code (the "Code") states that every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

Services

2.3 Every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partnership, family status, disability or on the basis of financial circumstances.

III. PROCEDURES

PCIC adopts the following policy of Equal Access and Non Discrimination:

- 3.1 PCIC promotes respect, equity, access and participation of all individuals who interact with the Centre. PCIC recognizes the dignity and worth of every person and will provide equal treatment and opportunity without discrimination.
- 3.2 PCIC will ensure that policies, practices and procedures do not intentionally or unintentionally discriminate against clients, staff, volunteers, and Board members.
- 3.3 PCIC will not tolerate discriminatory or harassing behaviour. Such behaviour includes written or spoken comments as well as actions. It includes unwelcome remarks, jokes, innuendos, or taunting about racial or ethnic background, colour, place of birth, sex, citizenship, ancestry, culture, sexual orientation, family or marital status, financial circumstances, mental or physical disability or physical appearance. It includes displaying derogatory or offensive materials. It also includes sexual harassment as defined in the Ontario Human Rights Code 6.2 and 6.3.
- 3.4 PCIC will include reference to this policy in all advertisements for staff, volunteers and Board members.

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