

KWH POLICY

Non-Discrimination, Anti-Harassment and Respectful Environment Policy

Clear standards for safe, respectful and accountable community service

Version	1.0
Effective date	July 2026
Policy owner	Executive Director / Operations Lead
Review cycle	Annual, or earlier when laws or operations change

Applies to KWH directors, officers, employees, volunteers, contractors, students, interns, program participants, partners and visitors, as relevant to their role.

1. Policy statement

KWH is committed to a respectful environment free from discrimination, harassment, sexual harassment, bullying, violence and reprisal. Every person has the right to participate in KWH work, programs, services and events with dignity and equal opportunity.

2. Protected grounds

KWH prohibits discrimination and harassment connected to any ground protected by the Ontario Human Rights Code, including age; ancestry, colour or race; citizenship; ethnic origin; place of origin; creed; disability; family status; marital status; gender identity; gender expression; sex, including pregnancy and breastfeeding; sexual orientation; and other grounds protected in the relevant social area, including record of offences in employment and receipt of public assistance in housing. KWH also rejects discrimination based on intersecting identities or association.

3. Prohibited conduct

- Unequal treatment, exclusion, adverse impact or denial of opportunity connected to a protected ground.
- A course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.
- Sexual solicitation, advance, comment or conduct, including where a person is in a position to confer or deny a benefit.
- Bullying, threats, intimidation, humiliation, unwanted physical contact, hate expression or a poisoned environment.
- Reprisal or threatened reprisal for raising a concern, requesting accommodation, participating in an investigation or asserting a legal right.

4. Accommodation and inclusion

KWH will respond to accommodation needs in good faith and will work with the person to identify an effective solution to the point of undue hardship under applicable law. Participants and workers are expected to cooperate in the process and respect the privacy of accommodation information.

5. Reporting options

A concern may be reported to a supervisor, program lead, Operations Lead, Executive Director or through info@connectingwithhumanity.com. If the concern involves the usual contact, it should be directed to another leader or the Board Chair. A person may seek support and may report verbally or in writing. Immediate safety concerns should be directed to emergency services.

6. Response and investigation

1. Acknowledge the concern and assess immediate safety, accessibility and conflict-of-interest needs.
2. Explain available informal and formal resolution paths. Informal resolution will never be required where it is unsafe or inappropriate.
3. Appoint an impartial investigator when an investigation is required and give affected parties a fair opportunity to provide relevant information.
4. Maintain confidentiality to the extent reasonably possible while allowing a fair response and complying with law.
5. Communicate findings and corrective steps to the parties to the extent appropriate and monitor for reprisal.

7. Outcomes

Where a concern is substantiated, KWH may require education, coaching, apology, accommodation, restoration of access, changes to duties or supervision, discipline, removal from a program or event, termination of employment or volunteer service, ending a contract, or referral to an appropriate authority. Knowingly false or malicious allegations may also result in corrective action; a complaint made honestly is not misconduct merely because it is not substantiated.

8. External rights

Nothing in this policy prevents a person from contacting a regulator, law-enforcement body, union, legal adviser, the Human Rights Tribunal of Ontario, the Ministry of Labour or another lawful process.

Legal references

This policy is informed by: [Ontario Human Rights Code and protected grounds](#); [OHRC anti-harassment and anti-discrimination policy guidance](#); [Ontario workplace harassment code of practice](#).

KWH will apply this policy consistently with applicable law; any binding higher standard prevails.