



Grand Challenges Canada®  
Grands Défis Canada

## Grand Challenges Canada Anti-Harassment and Anti-Discrimination Policy

### POLICY

Grand Challenges Canada and University Health Network (UHN) are committed to providing an environment within which all persons are treated with respect and dignity. The GCC policy has been developed to supplement UHN's policy to clarify reporting and escalation to the appropriate staff, should any issues arise.

Grand Challenges Canada (GCC) follows the University Health Network (UHN) [Fostering Respect in the Workplace](#) Policy, which covers issues of harassment and discrimination. Definitions of what are considered harassment and discrimination are explained in the policy linked above. In September 2018, GCC's Board approved a new [Code of Conduct](#) policy enhancing our commitment to respectful conduct.

All employees, students, volunteers and committee members are required to uphold this policy, and will be held accountable by GCC and UHN. Any individual found to have engaged in behaviour constituting discrimination and/or harassment in the workplace will be subject to disciplinary action, up to, and including, dismissal and/or project termination.

### GENERAL PRINCIPLES

All persons have a right to a harassment-free workplace.

All persons have a right to engage in these resolution processes without reprisal or threat of reprisal. Disciplinary action may result in the event that participants in these resolution processes experience any form of retaliation.

If there is evidence that a complaint was made in bad faith (i.e. exaggerated or fabricated), the person who submitted the complaint will face disciplinary measures.

Management may initiate measures to correct inappropriate behaviour, even in the absence of a formal complaint.

All documentation is proprietary to GCC and UHN and will not be distributed to any party, unless required by law.

## RESPONSIBILITIES

*All GCC employees have a personal responsibility to:*

- Ensure that their behaviour and conduct complies with this policy; and
- Report to their manager of any inappropriate conduct that they witness or become aware of. If the issue is with the employee's manager, the employee should report to either the manager's manager, another member of the management team, or the Grand Challenges Canada CEO.
- If this does not resolve the issue, or is not appropriate, individuals may contact UHN Human Resource Representative. As of May 2019, the representative is: Zahra Kaba [zahra.kaba@uhn.ca](mailto:zahra.kaba@uhn.ca).

*In addition, all supervisors and managers are responsible to:*

- Establish and maintain a respectful work environment which is free of incivility, discrimination and harassment;
- Actively work to eliminate any discrimination or harassment which they are aware of, or reasonably ought to have been aware of, and promptly inform HR of any incident or situation;
- Report any matter involving criminal or quasi-criminal conduct (e.g. a hate crime or sexual assault) to HR; and
- Communicate and reinforce this policy.

*Human Resources is responsible for:*

- Leading investigations under this policy, and providing information, education and consultation to all members of UHN on inappropriate conduct, including the interpretation and application of this policy.

## CONFIDENTIALITY

All persons involved in the processes defined in this policy are expected to maintain confidentiality. Information that is collected about an incident or complaint, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action, or as required by law.

## CONFLICT RESOLUTION AND COMPLAINT PROCESS

The Conflict Resolution and Complaint Process may be initiated by any employee, student, volunteer or contractor working at, or on behalf of, the GCC workplace.



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In the event that an incident of incivility, bullying, harassment, or discrimination occurs, individuals are encouraged to first address the issue to their manager (or manager's manager if issue is related to employee's own manager) at an early stage and in a collaborative manner. If this does not resolve the issue, or is not appropriate, individuals may contact UHN Human Resource Representative Zahra Kaba [zahra.kaba@uhn.ca](mailto:zahra.kaba@uhn.ca).