HARASSMENT POLICY

The Fields Institute for Research in the Mathematical Sciences (Fields Institute) is committed to providing an atmosphere that encourages the expression and exchange of ideas in a harassment-free, friendly and respectful environment.

Statement of Policy

In accordance with the Ontario Human Rights Code, the Fields Institute will not tolerate, condone or ignore harassment or discrimination directed at any members or participants, regardless of (but not limited to) gender identity or expression, sexual orientation or identity, race, national or ethnic origin, colour, religion, age, marital status, family status, genetic characteristics or disability. For a full list of the Ontario Human Rights protected grounds, please visit: www.ohrc.on.ca/en/ontario-human-rights-code

If harassment is found to have occurred, disciplinary measures will be applied as outlined below.

Scope of Policy

The Fields Institute's Harassment Policy applies to all Fields Institute:

- Staff
- Members of Corporation, Board & Committee Members
- Volunteers
- Program Organizers
- Program attendees and visitors

It applies equally regardless of their role or position within the organization. The policy also applies to all events hosted by the Fields Institute either in-person or online, and includes electronic communication forums operated by the Fields Institute.

This policy is written in accordance with the University of Toronto Harassment Policy (link: https://governingcouncil.utoronto.ca/secretariat/policies/workplace-harassment-policy-respect-april-03-2020) and outlines the expectations, complaints process and disciplinary actions arising from Harassment reported to the Fields Institute or under the jurisdiction of the Fields Institute.

Note that complaints may be escalated to the University of Toronto and/or other relevant organizations (e.g. home universities or institutions) should the situation warrant.

Definition of Harassment

Harassment is any unwelcome conduct by an individual directed towards another individual that causes offence or harm, or ought reasonably to be known to cause offence or harm.

Harassment comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat or physical violence, including bullying.

Harassment includes, but is not limited to:
- Verbal or written comments in any form (in person or via electronic communications) that exclude or target people based on categories such as race, gender identity, age, ability, etc.
- Causing someone to fear for their safety;
- Content of a sexual nature that is unwelcome;
- Non-consensual physical contact.

Examples of harassment provided by the *Ontario Human Rights Commission* include:

- Epithets, remarks, jokes or innuendos related to a person’s race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground;
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means;
- Singling out a person for humiliating or demeaning “teasing” or jokes because they are a member of a Code-protected group (*Code* refers to the Ontario Human Rights Code);
  - Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person’s dress, speech or other practices that may be related to their sex, race, gender identity or creed.

A person may not explicitly object to harassing behaviour. That does *not* mean that the behaviour is acceptable and it could still be considered harassment.

### Sexual and gender-based harassment

Sexual harassment is a form of harassment that can include:

- Gender-related comments about a person’s physical characteristics or mannerisms;
- Unwelcome physical contact;
- Suggestive or offensive remarks or innuendoes about members of a specific gender;
- Propositions of physical intimacy;
- Leering or inappropriate staring;
- Bragging about sexual prowess or questions or discussions about sexual activities;
- Offensive jokes or comments of a sexual nature about an employee or client;
- Display of sexually offensive imagery or other materials including through electronic means;
- Demands for dates or sexual favours.

Harassment can occur over a period of time or as a single event. Improper conduct does not have to be made with the intent to harass or discriminate to be in violation of this policy.

There is no tolerable level of harassment. All reports of harassment will be investigated. Where the harassment is serious enough to approach Criminal Code levels (assault, hate speech, etc.), the police may be called in.
Reporting, Investigation and Resolution of Harassment

Anyone covered by the scope of this policy who believes that they have been subjected to harassment, or who witnesses harassment, should follow this process.

Self-Resolution
Individuals who feel confident and comfortable in doing so, should communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time and details of the conduct, along with names of witnesses, if any.

Fields Institute Support and Intervention
Those who are not confident or comfortable with self-resolution and who believe they are targets of discrimination or harassment, or become aware of situations where such conduct may be occurring, are encouraged to report these matters to a member of Fields Institute staff.

Reporting Harassment
Fields Institute aims to be accessible and responsive to any reported incidents. If harassment is in process, and it is possible to report it immediately to a staff person of the Fields Institute, do so verbally.

For all incidents, it is best to make a report as soon as possible after the incident. Timely reporting and investigation helps prevent further harassment of the same person, or other persons, in the future.

Several reporting options are available:

- **In Person** – Speak with a member of the Fields Institute staff to make a verbal report. You may be asked to write or verify a written report at a later time. If you are a visitor to the Institute, you may contact the Fields Liaison, Miriam Schoeman: mschoema@fields.utoronto.ca or the Senior Manager Operations, Kirsten Vanstone: kvanston@fields.utoronto.ca

- If you prefer, you can use an incident report form: https://survey.alchemer.com/s3/6519477/Fields-Institute-Incident-Report-Form

What is Investigated

- That the reported behaviour is within the scope of this Harassment Policy;
- That the reported behaviour constitutes harassment as defined as improper and offensive conduct, including objectionable acts, comments or displays, or acts of intimidation or threats, or acts, comments or displays in relation to a protected ground of discrimination under the Ontario Human Rights Act;
- That the reported behaviour resulted in a person or group being offended or harmed, including the feeling of being demeaned, belittled, personally humiliated or embarrassed, intimidated or threatened;
- That the person who engaged in the reported behaviour knew or reasonably ought to have known that such behaviour would cause offence or harm;
- Where the complaint or initial investigation indicates the strong possibility of continuing serious harassment, the investigating team will take immediate steps to stop or prevent it.
Once the incident report has been received by the Fields Institute, the incident(s) will be referred to a committee struck for this purpose that will investigate the report. If the committee deems that immediate action should be taken, this action will be communicated to the relevant parties.

During the investigation process, all parties can expect the following:

- **Expeditious investigation** of harassment so as to prevent further harassment or harm.
- Confidentiality to be maintained. All details of the harassment will be kept confidential to the involved parties and named witnesses.

**Resolution**

After investigation, the committee will make a recommendation on how to follow up on the complaint including what action(s) should be taken to ensure a harassment-free, friendly and respectful environment within Fields Institute. This recommendation will be given to the Fields Institute Directorate or the Board, depending on the scope of the recommended action.

All recommended actions will be in compliance with the bylaws of Fields Institute. If the recommended actions include serious consequences to the person(s) found to have violated this Statement of Policy, such as limiting participation in the activities of the Fields Institute, the response will also be reported to relevant staff and, potentially, any others who may be called upon to enforce the consequences.

A response or update will be given to the person who submitted the Incident Report within two weeks of receipt by the committee.

**Actions Resulting from a Report of Harassment**

Consequences to persons found to have violated this Policy will take into consideration the nature and impact of the violations and the requirement to ensure a harassment-free, friendly and respectful environment. Actions may include a verbal or written reprimand, suspension of certain rights and privileges at the Institute, or expulsion from Fields Institute. All actions will be in compliance with Fields Institute by-laws. Certain situations may also require notification of police.

**Follow Up and Harassment Incident Tracking**

A member of the committee or original staff member to whom the harassment complaint was made will take steps to ensure that the complaint has been addressed to the best ability of the Fields Institute, and in particular, that no further harassment is occurring.

If this process does not lead to a satisfactory resolution, the Fields Institute shall communicate the complaint in writing to the University of Toronto, or other organizations whose staff or members may be involved in the complaint.

All complaints and resolutions will be reported to the Fields Institute Directorate who may decide to report (with associated names removed) on the frequency and outcomes of complaints to the Institute’s Board of Directors and/or Members of Corporation.

**Policy Updates**

Fields Institute policies are developed with the best of intentions and in the best interests of its staff, program organizers, volunteers and attendees. As such, policies should be considered living documents that can and should be reviewed and updated to reflect needs, input, relevant legislative changes and other factors.
Harassment Policy Summary

The Fields Institute is committed to providing an atmosphere that encourages the free expression and exchange of ideas in a harassment-free, friendly and respectful environment.

In accordance with the Ontario Human Rights Code and the Canadian Human Rights Act, the Fields Institute will not tolerate, condone or ignore harassment of and/or discrimination of any staff, members or participants in its events based on (but not limited to):

- National or Ethnic Origin
- Gender Identity or Expression
- Sexual Orientation or Identity
- Colour
- Religion
- Age
- Disability

Harassment is any unwelcome conduct directed towards an individual or group that causes offence or harm, or ought reasonably to be known to cause offence or harm.

Harassment can happen in person or on any platform hosted by Fields (e.g. virtual events). Examples include comments that demean, belittle or cause personal humiliation or embarrassment.

Harassment includes, but is not limited to:

- Verbal or written comments that exclude or target members based on the above categories;
- Content of a sexual nature that is unwelcome;
- Non-consensual physical contact;
- Propositions of physical intimacy or dates;
- Leering or inappropriate staring.

If you experience harassment while at the Fields Institute

- Keep a written record of the date, time, details of the conduct and witnesses, if any.
- Speak with a Fields Staff member about the incident.
- Report online, using the confidential Incident Report Form:
- Call Campus Security: 416-978-2222

Fields is dedicated to maintaining a safe and welcoming environment. All reports of harassment will be investigated by staff, and may result in removal from the Institute.