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## Policies and Governance - Anti-discrimination and Access

### Policy:

ReBOOT Canada is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity and can contribute fully and have equal opportunities.

Under the Ontario *Human Rights Code*, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at ReBOOT Canada.

If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment.

ReBOOT Canada is committed to taking appropriate steps to address harassment and discrimination, including:

- providing training and education to make sure everyone knows their rights and responsibilities
- regularly monitoring organizational systems for barriers relating to *Code* grounds
- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times.

### Procedure:

All employees and volunteers will sign code of conduct annually indicating their understanding and acceptance of the literal and intended meaning of the above policy.

The policy will remain posted on the [www.rebootcanada.ca](http://www.rebootcanada.ca) website and where reBOOT Canada operates.

The policy may be updated from time to time with approval by the Board of Directors.

Any concerns or questions regarding the policy, including breaches or potential breaches, should be brought to the attention of the Executive Director (or in absence the Acting Executive Director).

Any reports of breaches of this policy will be documented and processed, moving through the following stages:

- A) Incident Opened
- B) Investigation
- C) Action Taken
- D) Resolution
- E) Post-mortem and Policy reflection

Incidents with substantive impact to the organization will be brought to the attention to the Board of Directors.

*FL Rota*

Francisco Rota

Executive Director

reBOOT Canada