

**PREAMBLE: Communique highlighting the key changes to the  
*Respect in the Workplace Policy and Whistleblower Policy***

We are pleased to share with you the revised ***Respect in the Workplace*** (RITW) and ***Whistleblower*** (WB) policies. Both policies have been updated to reflect best practices and to clarify the reporting procedures.

The purpose of the RITW policy is to clearly communicate to all internal and external representatives our commitment to creating a safe, inclusive, and equitable work environment for all as well as our individual and collective responsibilities to do so. The Policy reiterates that “Unacceptable Behaviour” which encompasses all forms of Discrimination; Workplace Harassment including Sexual Harassment; Workplace Violence; and Microaggressions will not be tolerated or condoned.

The purpose of the WB policy is to clearly communicate to all internal representatives the avenue to report concerns about serious or sensitive issues including financial reporting, unlawful activity, or otherwise improper conduct. Both policies also aim to outline the process to address in a fair and equitable manner a complaint/concern and the corrective action to be taken.

**Details of Changes Made**

Significant changes were made to the policies, resulting from our learnings to date, feedback from external legal counsel and review of other organizations policies. Also, as part of our review process for the RITW policy, we solicited feedback from internal stakeholders, including the Equity, Diversity and Inclusion (EDI) Committee and Employee Resource Groups (ERGs). Below, are highlights of key changes made to the policies:

***Respect in the Workplace Policy***

- Added discrimination and microaggressions as an Unacceptable Behaviour;
- Eliminated disrespectful behaviour as this is either captured as a microaggression, discrimination or harassment;
- Added several new definitions – e.g., discrimination, microaggressions, complainant and respondent;
- Added a new section 5.0 Corrective Action, which outlines corrective action to be taken, depending on the type and frequency of misconduct;
- Removed using the WB policy as an avenue for complaint; but ensured that complainants can still reach a Board member as appropriate;
- Noted that if a complaint is made against the CEO or where an Internal Representative reported a concern internally, but did not receive a satisfactory response, the complainant has the option to refer it to the Chair of the Audit & Finance Committee;
- Added two new sections: False or Malicious Complaints plus Support and Resources.

***Whistleblower Policy***

- Added improper use of Foundation data as an example of a serious or sensitive issue;
- As unacceptable behaviour is reported through the RITW we have removed this from the WB policy and referred internal representatives to the RITW policy;
- Added information about making false and malicious statements;
- Added more details about the investigation process, which is aligned with the RITW Policy

***New Employee Hotline***

In both the RITW and WB Policies, we also added the option for internal representatives to report a concern/complaint on an anonymous hotline, which will be managed by a third party. The new Employee Hotline will be launched November 1, 2022.

**THE HOSPITAL FOR SICK CHILDREN FOUNDATION  
POLICY & PROCEDURE**

---

<b>SUBJECT:</b>	Respect in the Workplace
<b>NUMBER:</b>	4.2.1
<b>CATEGORY:</b>	Human Resources
<b>ISSUED BY:</b>	Senior Management Team
<b>APPROVED BY:</b>	Board of Directors
<b>DATE:</b>	April 28, 2022

---

## **1.0 Policy**

The Hospital for Sick Children Foundation (the “Foundation”) is committed to providing a safe, respectful, collaborative work environment for all, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. The Foundation is committed to working with all those associated with the Foundation to maintain a safe, inclusive and equitable work environment free from Unacceptable Behaviour (defined below).

The Foundation will treat any complaint of Unacceptable Behaviour in the Workplace as a serious matter. The Foundation will not tolerate or condone any Unacceptable Behaviour, which, if substantiated, will be addressed, in a fair and equal manner and the appropriate corrective action implemented. The Foundation will also take appropriate measures to educate, investigate, prevent and provide support in all situations involving Unacceptable Behaviour.

This policy applies to complaints made by Internal Representatives. External Representatives should consult the Foundation’s *Complaints Policy #2.4.2*.

## **2.0 Definitions (listed in alphabetical order)**

**Complainant** means the person who makes a complaint.

**Discrimination** means an action or a decision that treats an individual or group negatively based on one or more of the prohibited grounds under the Ontario Human Rights Code (OHRC). It may involve direct and intentional actions that are discriminatory, or subtle and indirect actions that have the effect of disadvantaging an individual or group. Discrimination includes, but is not limited to the following:

- Excluding candidates from the recruitment process based on one of the prohibited grounds;
- Using a racial slur;
- Refusing to accommodate an employee based on their disability;
- Refusal to work or converse with a person because of one of the prohibited grounds;
- Assumptions about an individual’s ability based on their age; and
- Denying an individual an opportunity based on their race.

**External Representative** means any person connected or doing business with the Foundation that is not an Internal Representative, including, without limitation, all donors, event participants, third party fundraisers, vendors/suppliers, contractors, staff of The Hospital for Sick Children (“**SickKids Hospital**”).

**Internal Representative** means all Foundation employees, Board of Directors, Committee members, volunteers and students.

**Microaggressions** means brief and commonplace verbal, behavioural, or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative prejudicial slights and insults toward any group, particularly culturally marginalized groups. Microaggressions in the Workplace include, but are not limited to, the following:

- Asking a racialized employee where they are “really” from;
- Calling a woman “bossy”;
- Telling a colleague that they are “not like others” because of their race/ethnicity;
- Colleagues insisting they are “colour blind”;
- Using racially insensitive language;
- Scheduling meetings or important deadlines on religious or cultural holidays;
- Commenting on a person’s physical appearance in reference to racial characteristics such as skin tone;
- Commenting on how well a non-white person speaks English;
- Repeatedly mispronouncing a person’s name;
- Asking a lesbian colleague “Who is the man in the relationship”;
- Assuming an older colleague is not able to learn or use technology; and
- Regular interrupting a person from a marginalized group.

**Prohibited Grounds** means:

- Race
- Ancestry
- Place of Origin
- Colour
- Ethnic Origin
- Citizenship
- Creed
- Sex
- Sexual Orientation
- Gender Identity
- Gender Expression
- Age
- Record of Offences
- Marital Status
- Family Status
- Disability

Please note that the Prohibited Grounds are stated in the *Ontario Human Rights Code* and may be updated from time to time.

For further examples and definitions of racism, systemic racism and examples of racism and phobias, please refer to the Diversity and Inclusion Glossary of Terms.

**Respondent** means the person(s) against whom the complaint is made.

**Unacceptable Behaviour** means all forms of Discrimination, Workplace Harassment, Sexual Harassment, Workplace Violence, and Microaggressions as defined in this section. It should be noted that these behaviours may be in-person, or remote through communication, including, without limitation, phone, email, messaging applications, video-calling, and social media.

**Conduct That Does Not Constitute Unacceptable Behaviour:**

Conduct that does not constitute Unacceptable Behaviour includes, but is not limited to:

- Managing and/or coaching including counseling, performance review, constructive feedback, work assignment and the implementation of disciplinary action;
- Providing direction or advice when an individual or work group's performance must be altered, or changed in some way;
- Differences of opinion or minor disagreements between individuals/leaders; and/or
- Good-natured jesting and bantering which is mutually acceptable.

**Workplace** means any place in, on or near where an Internal Representative works. The Foundation's working or work-related environment includes, but not limited to the following:

- the Foundation's premises and worksites, including washrooms and vehicles;
- locations where Foundation business is being conducted by an Internal Representative with External Representatives (i.e., Donor's Office);
- SickKids Hospital;
- venues where Internal Representatives have gathered for employment/volunteer responsibilities for Foundation events;
- third party events in support of the Foundation at which an Internal Representative is performing work on behalf of the Foundation; and
- other locations where Foundation business that has been expressly authorized is being conducted by Internal Representatives, including remote work locations.

**Workplace Harassment** means engaging in a course of vexatious comment or conduct against an Internal Representative in a workplace that is known or ought reasonably to be known to be unwelcome as defined by the OHRC and *Occupational Health and Safety Act* (OHSA). Workplace Harassment includes, but is not limited to, the following:

- Verbal/psychological abuse including yelling, sudden and unpredictable angry outbursts, cursing or swearing at an individual or taunts;
- Bullying or cyber bullying (use of technology) usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, humiliate or exclude an individual. Examples of bullying may include criticizing a person persistently or constantly, belittling a person's opinions, yelling and screaming in front of others to humiliate an individual or spreading rumours or gossip;
- Offensive or discriminatory comments;
- Unwelcome jokes, innuendos or taunting about a person's racial or ethnic background, colour, place of birth, religion, citizenship or ancestry;
- Displaying or circulating offensive pictures or materials;
- Imitation of a person's accent or mannerisms;
- Inappropriate or unwelcome comments on a person's physical attributes or appearance; and
- Deliberately impeding a person's work or withholding necessary information or purposefully giving the wrong information.

**Workplace Sexual Harassment** means engaging in a course of vexatious comment or conduct against an Internal Representative in a Workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; and/or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the Internal Representative and it is known or ought reasonably to be known that the solicitation or advance is unwelcome. Workplace Sexual Harassment includes, but is not limited to the following:

- Sexist jokes causing embarrassment or offence;
- Leering (suggestive staring), unwanted touching;
- Sexually derogatory or degrading remarks directed towards members of one sex or one sexual orientation;
- Sexually suggestive or obscene comments or gestures;
- Unwelcome inquiries or comments about a person's sex life;
- Unwelcome sexual flirtations, advances, propositions;
- Openly displaying printed material of a suggestive or sexually offensive nature;
- Persistent unwanted contact or attention after the end of a consensual relationship;
- Persistent unwelcome social invitations;
- Requests for sexual favours;
- Verbal abuse or threats; and
- Sexual assault.

**Workplace Violence** means the exercise or attempted exercise of physical force by a person against an Internal Representative, in a Workplace that causes or could cause physical injury to the Internal Representative. It also includes statements or behaviors that are reasonable for an Internal Representative to interpret as a threat to exercise physical force against the Internal Representative in a Workplace, that could cause physical injury to the Internal Representative. Workplace Violence includes, but is not limited to, the following:

- Verbally threatening to attack an Internal Representative;
- Leaving threatening notes or sending messages threatening the Workplace;
- Throwing objects at an Internal Representative;
- Shaking a fist in an Internal Representative's face; and
- Hitting or trying to hit an Internal Representative.

### **3.0 Responsibilities**

Everyone must work together to create a safe, respectful, collaborative, inclusive and equitable work environment.

**The Foundation** is responsible for:

- Providing a safe, inclusive and equitable Workplace including the development of a Workplace Risk Prevention Program (please refer to Appendix A for further details);
- Providing appropriate assistance to any Internal Representative who is a victim of any form of Unacceptable Behavior;
- Supporting and providing appropriate resources for carrying out responsibilities under this policy; and
- Where it has a legal and/or ethical responsibility to act, even if the Complainant has decided not to file a formal written Complaint, enabling appropriate action if evidence warrants further investigation.
- Complying with all its obligations pursuant to the OHSA

**The Foundation's Human Resources Department** is responsible for:

- Providing information and education to Internal Representatives on Unacceptable Behaviour and on the interpretation and application of this policy;
- Providing consultation regarding specific issues raised by an Internal Representative (i.e., options available to address or resolve an issue);
- Advocating and providing leadership in creating, sustaining and promoting a working environment built on respectful behaviour that is free from Unacceptable Behaviour;
- Investigating and resolving complaints in an impartial and objective manner. Human Resources may at times deem it appropriate to consult with other parties as appropriate, refer the investigation to an external party and continue to maintain oversight of the investigation;
- Maintaining confidentiality of the information obtained about an incident or complaint of Unacceptable Behaviour;
- Provide confidential mediation services as a means of resolving issues between parties;
- Developing a Workplace safety plan in partnership with an affected Internal Representative to ensure that they are protected at the Workplace (may include alternative work arrangements);
- Supporting and providing the appropriate resources for all parties involved in the investigation including the Complainant, Respondent and witnesses.
- Providing training in collaboration with the Joint Health, Safety and Wellness Committee to all departments in the Foundation and advising new Internal Representatives of this policy during their Foundation orientation; and
- Reviewing this policy annually or as changes to the environment occur.

**Leaders are responsible for:**

- Refraining from engaging in any behaviour that constitutes Unacceptable Behaviour;
- Creating and maintaining a safe, inclusive and equitable workplace free from Unacceptable Behaviour;
- Participating in establishing processes for identifying, preventing and managing risks of Unacceptable Behaviour;
- Ensuring employees are familiar with their roles and responsibilities in preventing Unacceptable Behaviour, and the process for reporting concerns, as well as the procedures for investigating and following up on such incidents;
- Treating complaints seriously, including taking appropriate action in a timely manner and in consultation with Human Resources;
- Exploring informal means of resolving issues whenever possible and appropriate;
- Maintaining confidentiality of the information obtained about an incident or complaint of Unacceptable Behaviour;
- Following the steps in the policy when an incident of any form of Unacceptable Behaviour is reported; and
- Applying remedial or disciplinary measures as appropriate.

**The Joint Health, Safety & Wellness Committee** is responsible for:

- Reviewing the Workplace Violence Risk Assessment results and providing recommendations to management to reduce or eliminate the risk of violence;
- Reviewing all reports forwarded to the Joint Health, Safety and Wellness Committee regarding Workplace violence and incidents of Workplace Harassment with a potential for violence or threat of personal injury, property damage, or police involvement;
- Recommending corrective measures for the improvement of the health and safety of Internal Representatives in the workplace; and

- Responding to Internal Representative concerns related to Workplace Violence & Harassment reported to the Joint Health, Safety & Wellness Committee and communicating these to Human Resources and/or management.

**Internal Representatives are responsible for:**

- Refraining from engaging in any Unacceptable Behaviour;
- Treating other Internal Representatives and External Representatives in the Workplace in a respectful and professional manner;
- Bringing forward a complaint in a timely manner regarding any incident of Unacceptable Behaviour including that of an External Representative- whether for oneself or a colleague;
- Ensuring they support practices in the workplace that discourage and prevent Unacceptable Behaviour;
- Co-operating in any investigation into incidents of Unacceptable Behaviour;
- Maintaining confidentiality of the information obtained or provided as part of any Workplace investigation except as is required by other obligations; and
- Participating in the required training sessions.

**External Representatives** are expected to conduct themselves in a responsible manner, including, without limitation:

- Treating all Internal Representatives in a respectful and professional manner;
- Refraining from engaging in any behaviour that constitutes Unacceptable Behaviour;
- Bringing forward a complaint regarding any incident of Unacceptable Behaviour towards an Internal Representative or another External Representative; and
- Co-operating in any investigation into incidents of Unacceptable Behaviour.

**Special Circumstances – Domestic Violence**

If the Foundation is aware of, or ought to reasonably be aware of, domestic violence that is likely to expose an Internal Representative to a physical injury at the Workplace, every reasonable precaution will be implemented to protect the Internal Representative. Indicators that domestic violence may occur in the Workplace include reported concerns from the targeted Internal Representative or others, threatening calls or unwelcome visits at the Workplace.

The Foundation will only disclose personal information that is deemed reasonably necessary to protect the Internal Representative from physical harm.

Should an Internal Representative have a court order (e.g., restraining order, or “no-contact” order) against another individual, the Internal Representative is encouraged to notify their leader, and to supply a copy of that court order to Foundation’s Human Resources Department if the Internal Representative feels that the aggressor may attempt to contact that Internal Representative at a Workplace, in direct violation of the court order. Such information shall be kept confidential and only shared with those on a need-to-know basis further to this policy.

## **4.0 Complaint Process**

If there is a threat to a person’s immediate safety, the Internal Representative, if possible, should remove themselves from the unsafe situation and relocate to a secure location and call the police. Otherwise:



### **Tell the Person to Stop**

If an Internal Representative who considers that they have been subjected to Unacceptable Behaviour is comfortable, and willing and judges that it is safe to do so, the Internal Representative is encouraged to bring the matter to the attention of the person apparently responsible for the conduct, advising the person that the conduct is unwelcome and asking the person to discontinue and/or not repeat the conduct.

### **Keep a Record**

The Internal Representative should prepare a written record of the nature of the apparent Unacceptable Behaviour, relevant dates, times and circumstances, and the names of any witnesses.

We encourage Internal Representatives to bring forward their concerns in a timely manner so that the matter can be addressed and the appropriate action taken in a reasonable timeframe.

### **Report the Incident**

Where it is difficult for the Internal Representative to bring the matter to the attention of the person apparently responsible for the conduct, or where such an approach is attempted but does not produce a satisfactory result, the Internal Representative should bring forward the matter to the attention of their leader, a Foundation leader whom they feel comfortable with, or a person in the Human Resources Department or provide their complaint to the Foundation's Human Resources Department by submitting their complaint to [respectintheworkplace@sickkidsfoundation.com](mailto:respectintheworkplace@sickkidsfoundation.com) or to the anonymous employee hotline ConfidenceLine by calling 1-800-661-9675 or on-line at <http://sickkidsfoundation.confidenceline.com/>

Where a complaint is made about the CEO or where an Internal Representative attempted to report a concern internally, but reasonably believes that the reported concern has been disregarded, the Internal Representative may refer the matter directly to the A&F Chair of the Board at [a&fchair@sickkidsfoundation.com](mailto:a&fchair@sickkidsfoundation.com). The A&F Chair will review all concerns reported and determine the best approach to resolve the matter, including requesting a review of the concern by an internal representative, with no actual or perceived conflict of interest.

Board members are to bring any concerns of Unacceptable Behaviour to the attention of the Board Chair. If an Internal Representative's concern involves the Board Chair the Internal Representative may report Unacceptable Behaviour directly to the Chairs of either the Foundation's Compensation/Resource Management Committee or Audit and Finance Committee.

The initial report may be verbal or written. Subsequently the Internal Representative is to submit a written statement that contains a brief account of the incident(s), when and where it occurred, the person(s) involved and the names of witnesses (if any). Subject to the section titled anonymous allegation as set out below, this written statement should also be signed and dated by the person making the report.

### **Conducting an Investigation**

We appreciate the range of emotions and challenges an Internal Representative may experience; whether it is bringing forth a concern or being named as a Respondent or participating as a witness in an investigation. The Foundation will treat all parties involved in a respectful and professional manner and provide them with the necessary support.

The Foundation will handle any report pursuant to this Policy respectfully and with discretion. Once a written report has been received, the recipient of the report will work with other parties as appropriate, which may include, without limitation, the Foundation's Human Resources Department, Legal Department, Chief



Operating Officer, Board Chair or applicable Committee Chair, to determine the best approach. If it is determined that after making initial inquiries, no further investigation is necessary, to the extent possible and appropriate, the Foundation will inform the person who made the report of this determination.

Investigations will be carried out by an internal investigator with no actual or perceived conflict of interest in the outcome or where appropriate, an independent third party.

The investigation may include all or some of the following:

- Interviewing the Complainant to seek clarification or gather additional details about their complaint;
- Informing the alleged Respondent of the complaint:
  - A copy of the complaint, detailing the Complainant's allegations, is provided to the Respondent(s); or
  - If the Respondent is an External Representative, a copy of SickKids Foundation's ***Respect in the Workplace Policy*** will be provided and reviewed with the Respondent;
- If deemed appropriate, the Respondent and/or Complainant may be reassigned or removed from the working environment and placed on a paid leave of absence;
- Interviewing the Respondent and any person involved or having knowledge of the complaint including witnesses as required;
- Statements taken from all parties involved, signed and dated;
- If necessary, the investigator may also collaborate and consult with legal counsel, consult with a member of the leadership team or employ outside assistance;
- The Complainant and Respondent will be provided updates as to the status of the complaints throughout the investigation as deemed appropriate by the investigator, acting reasonably; and
- The Complainant and Respondent will be advised of the outcome of the investigation and if necessary, any corrective action taken.

Any party involved in this process can consult with their own legal advisers during this process.

If the allegations are substantiated, the Foundation will impose appropriate corrective action as outlined in section 5.0.

The outcome of the investigation and any resulting disciplinary action will be recorded in the Respondent's file as appropriate (i.e., HR File, KYDs database). If the Foundation deems it necessary, the Foundation may report matters to law enforcement authorities.

If allegations, are not substantiated, there will be no negative consequences taken against the Respondent or Complainant and no record of the complaint will appear in any Internal Representative's file. There will be no negative consequences or retaliation taken against Witnesses, regardless of the outcome of the investigation.

## **5.0 Corrective Action**

If the allegations are substantiated and the Respondent is found to be in violation of this Policy, they may face a variety of disciplinary actions, up to and including termination of employment, termination of a contractual relationship, or dismissal from a volunteer position with the Foundation. The severity of the disciplinary action depends on the type and frequency of misconduct based on the following framework:

1. **Minor Infraction:** Unintentional and minor forms of bullying, microaggressions and discriminatory behaviour such as unintentionally making an offensive comment about a colleague's appearance that is considered offensive by that colleague. Discipline for a minor infraction includes but is not

limited to: requirement of an apology, verbal warning, mandatory training, counseling regarding acceptable behaviours or mandatory meditation.

2. **Major Infraction:** Intentional, but stand-alone and less egregious instances of harassment, bullying or discrimination such as making inappropriate jokes or propositioning a colleague. Minor infractions may be considered major infractions if the offending Internal Representative develops a concerning pattern of behaviour or has been unable to learn from their previous reprimands. Discipline for a major infraction includes, but is not limited to: written warning, suspension, probationary period placement and termination of employment.
3. **Gross Misconduct:** Intentional and major forms of harassment, bullying or discrimination, such as making threatening remarks, engaging in unwanted physical contact or using racial slurs. Discipline for gross misconduct includes but is not limited to: termination of employment and if the Foundation deems it necessary, the Foundation may report matters to law enforcement authorities.

In the case of a complaint against an External Representative, the investigator will consult with other parties as appropriate, which may include, without limitation, the appropriate leader, the Foundation's Human Resources Department, Legal Department, the Chief Operating Officer and the Chief Executive Officer, and the Complainant to decide on the appropriate action to be taken. Dependent on the nature and severity of the behavior, appropriate action may include, but is not limited to:

- request for an apology;
- a request for a new representative from the Vendor/Supplier/partner;
- a requirement that the External Representative refrain from any further contact with certain Internal Representatives;
- a transfer of the Internal Representative; and/or
- severing the relationship with the External Representative.

## **6.0 Freedom from Retaliation and Reprisal**

Any Internal Representative who files a valid report or acts as a witness will not be subject to any form of reprisals. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further Unacceptable Behaviour.

No Internal Representative will be dismissed, demoted, receive disciplinary action, or be denied promotion, advancement or opportunities because they rejected the sexual advances of another Internal Representative or an External Representative, or because they filed a report of Unacceptable Behaviour in good faith, with the honest belief that Unacceptable Behaviour occurred.

## **7.0 False or Malicious Complaint**

Any individual who knowingly makes an allegation in bad faith by knowingly making a false, materially inaccurate, malicious or reckless statement(s) in the course of an inquiry or investigation, they will be subject to disciplinary action, up to and including termination of employment, termination of a contractual relationship, or dismissal from a volunteer position with the Foundation. Such conduct may also give rise to other actions by the Foundation, as the Foundation deems appropriate.

## **8.0 Confidentiality**

Confidentiality will apply when investigating an incident involving Unacceptable Behaviour. Any Internal Representative who becomes aware of an incident of Unacceptable Behaviour should not disclose the details

of the incident outside of the appropriate reporting vehicles. The Foundation will make appropriate efforts to protect the confidentiality of the individuals involved, with the understanding that the identity of parties involved and other details may need to be shared with others on a need-to-know basis to investigate such complaints properly, facilitate oversight and receive advice as needed.

**Anonymous Reports** – The Foundation is limited in its ability to investigate and take appropriate action on anonymous reports. However, if an Internal Representative wishes to remain anonymous, The Foundation will reasonably weigh the available information and the seriousness of the alleged incident in determining its response. An Internal Representative who wishes to make an anonymous report can submit their report to the Foundation's Human Resources Department by emailing [respectintheworkplace@sickkidsfoundation.com](mailto:respectintheworkplace@sickkidsfoundation.com) or to the anonymous employee hotline ConfidenceLine by calling 1-800-661-9675 or on-line at <http://sickkidsfoundation.confidenceline.com/>, which is managed by an independent third party vendor.

## 9.0 Support and Resources

The following resources can be accessed directly by an Internal Representative, or arranged through, or by their leader or Human Resources:

- Employee Family Assistance Program may be contacted directly at 1-888-707-2115, 24/7 voluntary and confidential service; and
- SickKids Mental Health Peer Support Program may be contacted at 416 813-7654 x 201683 or via email [peer.support@sickkids.ca](mailto:peer.support@sickkids.ca)

## 10.0 Reporting

The Foundation will keep a record of any reports of Unacceptable Behavior received pursuant to this ***Respect in the Workplace Policy*** and shall inform its Senior Management Team and the Board at least annually of the aggregate number, type and status/outcome of reports received, but not disclose in the report any personally identifiable information.

## 11.0 Cross-References

***Whistleblower Policy #2.4.3.***

***Complaint Policy #2.4.2.***

***Occupational Health and Safety Policy #4.2.7***

***Workplace Risk Prevention Program – Pre-visit Community Assessment Checklist for Staff (Appendix A)***

***Diversity and Inclusion Glossary of Terms***

Original Approval Date: June 1, 2010

Revised: June 2015  
January 10, 2017  
April 25, 2018  
June 13, 2019

Reviewed: January 2020, minor administrative edits

Revised: April 28, 2022  
October 28, 2022, Employee Hotline details added

## Appendix A – Workplace Risk Prevention Program

### Pre-visit Community Assessment Checklist for Staff

Name of Donor: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

Risk Identification to create awareness of potentially unsafe situation(s)	Suggested Controls/Notes
Has this donor been referred and if so, by who?	If appropriate, seek opinion of risk from others who may have previous knowledge or dealings with donor who can help you assess the risk.
Does the donor have a relationship with the Hospital and/or have a volunteer role in supporting SickKids?	If yes, determine if any staff have dealt with donor professionally who can help you assess risk.
Are there any actions or notes on file in KYDs database?	Check KYDs before arranging meeting. If you have any concerns arrange to meet at the Foundation, Hospital, in a public space or request a colleague to accompany you.
When speaking with the donor, did you sense any aggressive undertones or comments that caused concerns?	If yes, arrange to meet at the Foundation, Hospital, public space or request a colleague accompany you or do not agree to meet with the individual.
Have you received any 'mixed messages' from the donor about this meeting which raise any internal flags about your safety?	If yes, arrange to meet at the Foundation, Hospital, public space or request a colleague accompany you or do not agree to meet with the individual.
Do you have concerns meeting with this donor?	If yes, arrange to meet at the Foundation, Hospital, public space or request a colleague accompany you or do not agree to meet with the individual.
Is there a history of violence or aggressive behaviour by the donor or a person in the dwelling that you are aware of?	If yes, arrange to meet at the Foundation, Hospital, public space or request a colleague accompany you or do not agree to meet with the individual.
Does one of your colleagues know where you are going?	Place details of meeting on calendar and tell your leader/colleague of your whereabouts.
Is the donor aware of the approximate time of your arrival?	Provide expected arrival time and a number to call if you don't arrive.
Will other people be in the residence/office during the visit? If so, do you know how many, what their relationship to the donor is, and whether there is any potential risk?	If yes, arrange to meet at the Foundation, Hospital, public space or request a colleague accompany you.

#### General Safety Tips:

- Arrange all meetings, particularly the first visit, during the daytime and in a public space;
- Ask a colleague to accompany you to the first visit or at any time when you do not feel safe to meet on your own;
- Know the potential risks of the geographical area you are working in, including condition and location of the parking lot;
- Be aware of your surroundings. Know the location of doors and other exits;
- Do not wear expensive jewelry or carry large amounts of cash;
- Do not enter a situation where you feel you are at risk. Contact your Leader or a member of the SMT for assistance;
- If you have been subject to inappropriate behaviour **please** advise your leader, a member of HR or SMT