# **Employment Policy – Anti-Discrimination and Sexual Harassment**

1. Purpose

* 1. To educate, inform, and provide the parameters for McMaster Students Union Inc. (MSU) Officers, Elected Representatives, staff, volunteers, and contracted services to provide an atmosphere free of harassment and discrimination.

2. Preamble

* 1. In order to meet the purpose of this policy in the most effective manner possible within the McMaster University community, McMaster Students Union Inc. will utilize the services of the office of Human Rights & Equity Services to assist in the education, training, and support of the Officers, Elected Representatives, staff, volunteers, and other members of the MSU. In addition to said services, the organization will adopt both the Anti-Discrimination Policy and the Policy and Procedures on Sexual Harassment of McMaster University as approved by the Board of Governors.

3. Education & Training

* 1. MSU will educate all new members of the organization of their rights & responsibilities in their role as it relates to Discrimination and Sexual Harassment;
	2. MSU will utilize the services of Human Rights & Equity Services to provide training and resources;
	3. MSU members will be able to utilize the support of Human Rights & Equity Services to clarify their rights, responsibilities, and be available for counseling.
	4. The MSU must annually provide Anti-Oppression training to all SRA members and Part-Time Managers.

4. Policy & Procedures

* 1. The polices and procedures shall be defined as the McMaster University Policy and Procedures on Sexual Harassment and the McMaster University Anti-Discrimination Policy and approved by the McMaster University Board of Governors at October 25, 2001 and as amended from time to time.

5. MSU-Specific Adaptations to McMaster Policies

* 1. For complete versions of the McMaster University Policy and Procedures on Sexual Harassment and the McMaster University Anti-Discrimination Policy, please visit <http://www.mcmaster.ca/policy/General/HR/sexharassment.pdf> and <http://www.mcmaster.ca/policy/General/HR/Anti-Discriminiation%20policy.pdf> respectively. Alternatively, see the Administrative Assistant in the MSU Main Office for a hard copy of the agreements;
	2. The following adaptations to the McMaster University Policy and Procedures on Sexual Harassment (approved by the McMaster Senate on October 10, 2001 and the McMaster Board of Governors on October 25, 2001) shall apply to MSU groups and individuals:
		1. New Section 12 a) shall read – “For the purpose of implementation of this policy, community members are also defined as Elected Representatives (Student Representative Assembly, Board of Directors), all staff (full, part time, contract), and volunteers of the MSU.”
		2. New Section 36 a) shall read – “Under appropriate circumstances, as determined by the MSU, the MSU shall launch a complaint against an alleged respondent(s).”
		3. Section 71 shall be amended to insert after “non-teaching staff…” – and before “in any case where sexual harassment is found to have occurred” the following – “upon any respondent who is a community member as defined in section 12 a) except for a student respondent.”
		4. New Section 70 j) shall read – “Copies of the tribunal’s report shall be sent to the President of the MSU Inc. at the time of communication to be implemented when the respondent is defined under Section 12 a).”
		5. New Section 70 k) – “All records pertaining to tribunal Procedures, decisions and recommendations shall be retained by the MSU Board of Directors, and in the person’s employee file if applicable and in the event that the respondent is defined under Section 12 a)”
	3. The following adaptations to the McMaster University Anti-Discrimination Policy (approved by the McMaster Senate on October 10, 2001 shall apply to MSU groups and individuals:
		1. New Section 12 a) shall read – “For the purpose of implementation of this policy, community members are also defined as Elected Representatives (Student Representative Assembly, Board of Directors), all staff (full, part-time, contract), and volunteers of the MSU.”
		2. New Section 36 a) shall read – “Under appropriate circumstances the MSU shall launch a complaint against an alleged respondent(s).”
		3. Section 71 – shall be amended to insert after “non-teaching staff…” – and before “in any case where sexual harassment is found to have occurred” the following – “and upon any respondent who is a community member as defined in Section 12 a) except for a student respondent.”
		4. New Section 70 j) shall read – “Copies of tribunal’s report shall be sent to the President of the MSU Inc. at the time of communication to be implemented when the respondent is defined under Section 12 a).’
		5. New Section 70 k) – “All records pertaining to tribunal Procedures, decisions, and recommendations shall be retained by the MSU Board of Directors, and in the person’s employee file if applicable.”

Approved: September 4, 2015



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Ehima Osazuwa

MSU President