After reviewing the CAS Anti-Harassment Policy & Program, please complete this “Knowledge Check” and return via email to recruitment@thunderbaycas.ca

**Name:**       **Date:**

1. **The Anti-Harassment Policy applies to all:**

[ ]  **a)** Current CAS employees (including fulltime, part-time, casual, contract, permanent).

[ ]  **b)** Student interns.

[ ]  **c)** Behaviour that is in some way connected to work, including during off-site meetings, training and business trips.

[ ]  **d)** All of the above.

1. **Workplace Harassment may be direct or indirect, but does NOT include:**

[ ]  **a)** Offending or humiliating someone physically or verbally.

[ ]  **b)** Threatening, intimidating, or isolating someone.

[ ]  **c)** Making unwelcome jokes or comments about someone’s race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, disability or pardoned conviction.

[ ]  **d)** The reasonable and fair exercise of performance evaluation, appropriate managerial direction, delegation, performance management or attendance management.

1. **Workplace Sexual Harassment may include:**

[ ]  **a)** Displaying or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form

[ ]  **b)** Unnecessary physical contact, including inappropriate touching; or demanding hugs, dates, or sexual favours

[ ]  **c)** Verbally abusing, threatening or taunting someone based on gender or sexual orientation

[ ]  **d)** All of the above

1. **Directors, Managers and Supervisors are responsible for:**

[ ]  **a)** Fostering a harassment-free work environment

[ ]  **b)** Setting an example for appropriate workplace behaviour

[ ]  **c)** Communicating the process for investigating and resolving harassment complaints made by employees

[ ]  **d)** Dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made

[ ]  **e)** All of the above

1. **Employees are responsible for:**

[ ]  **a)** Treating others with respect in the workplace

[ ]  **b)** Reporting harassment they have experienced or witnessed

[ ]  **c)** Co-operating with a harassment investigation

[ ]  **d)** Respecting the confidentiality related to the investigation process

[ ]  **e)** All of the above

1. **Information related to incidents or complaints of workplace harassment will be kept as confidential as possible and the complainant, respondent and witnesses will be asked to sign confidentiality agreements.**

[ ]  **a)** True

[ ]  **b)** False