

## ANTI-BULLYING, ANTI-DISCRIMINATION, AND ANTI-HARASSMENT POLICY

### SCOPE

1. **Who is Bound:** MTM has adopted this Anti-Bullying, Anti-Discrimination, and Anti-Harassment Policy (the “**Policy**”) to ensure ethical and respectful employment practices and treatment for all students of MTM, as well as employees. The Policy shall be visibly posted around the campus.
2. **Objective:** the objective of the Policy is to create a climate of understanding and mutual respect where each person feels a part of MTM community.
3. **Zero Tolerance:** MTM will have a zero tolerance policy for harassment or bullying. MTM will not tolerate, ignore, or condone any form of discrimination or harassment and is committed to promoting appropriate standards of conduct at all times.
4. **May Result in Dismissal or Expulsion:** all employees in MTM family are responsible for respecting the dignity and rights of their co-workers and the students whom they educate. Students are in turn are responsible for respecting the dignity and rights of their fellow students. Bullying and harassment are serious forms of employee and student misconduct which may result in disciplinary action up to and including discharge of an employee, and which may result in suspension or expulsion of a student.
5. **Harassment Free Workplace:** MTM will take any and all reasonable steps available to ensure a harassment-free environment, including barring the harasser from its facilities, where appropriate, or discontinuing business with harassers, as the case may be.

### APPLICATION

6. **Online Bullying, Harassment, and Social Media:** harassment and bullying will not be tolerated *on or off campus* to the extent that such conduct compromises a respectful and harassment free environment at MTM. For example, online (social media, e-mail, or otherwise) harassment or bullying by a student or an Employee in MTM family will not be tolerated and will be treated as if it occurred on campus.
7. **Enumerated Grounds:** *without limitation*, the following prohibited grounds of discrimination and any combination of these grounds will specifically not be tolerated, apart and aside from any harassment or bullying issue:
  - (a) Race;
  - (b) Citizenship;
  - (c) Sexual Orientation;
  - (d) Ancestry;

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**MAXINE SCHACKER** - Director     **TINA SEEMANN** - Animation Director

Max the Mutt College of Animation, Art & Design  
952 Queen Street West, Suite 300, Toronto, ON M6J 1G8 Canada  
Toll-free: 1-877-486-MUTT Phone: (416) 703-6877 Fax: (416) 703-3930  
[www.maxthemutt.com](http://www.maxthemutt.com) [info@maxthemutt.com](mailto:info@maxthemutt.com)

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### Enumerated Grounds: Cont'd)

- (e) Creed;
- (f) Age;
- (g) Place of Origin;
- (h) Sex (including pregnancy);
- (i) Marital Status;
- (j) Colour;
- (k) Gender Identity or Gender Expression;
- (l) Family Status;
- (m) Ethnic Origin;
- (n) Disability;
- (o) Record of offences;
- (p) Association or relationship with a person identified by one of the above grounds;
- (q) Perception that one of the above grounds applies;
- (r) The raising of a concern related to harassment or discrimination based on one of the grounds mentioned in this policy.

8. **Right to Contract Equally:** every person having legal capacity has a right to contract on equal terms without discrimination based on those items enumerated in paragraph 7 above.
9. **Equal Treatment in Employment:** every person has a right to equal treatment with respect to employment without discrimination or harassment based on those items enumerated in paragraph 7 above.
10. **“Bullying” Standards may be Adopted:** MTM is mindful that at the time some provincial governments have introduced new draft legislation in relation to anti-bullying. While such legislation will not apply to the post-secondary education stream, MTM applauds the draft legislation and may, on a case by case basis, be governed by some of its principles to determine whether instances of “bullying” (which may fall short of or be different from “harassment”) have occurred.
11. **Obligation to Report:** staff and Students *must* report any alleged form of discrimination, harassment, or bullying to Noelle Belgrave, Registrar, as soon as they become aware of an issue.

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12. **Discrimination:** discrimination, as used in this Policy, is any practice or behaviour, whether intentional or not, which has a negative impact on an individual or group because of personal characteristics or circumstances unrelated to the person's abilities or the employment or service issue in question (e.g., disability, sex, race, sexual orientation). Discrimination may arise as a result of direct differential treatment or it may result from the unequal effect of treating individuals and groups in the same way. Either way, if the effect of the behaviour on the individual is to withhold or limit full, equal and meaningful access to goods, services, facilities, employment, housing accommodation or contracts available to other members of society, it is discrimination.
13. **Duty to Accommodate:** this refers to the legal obligation of an organization to take steps to eliminate disadvantage caused by systemic, attitudinal, or physical barriers that unfairly exclude individuals or groups protected under the *Ontario Human Rights Code* (the "**Code**"). It also includes an obligation to meet the special needs of individuals and groups protected by the *Code* unless meeting such needs would create undue hardship.
14. **Definitions:**
- (a) **Bullying:** means the severe or repeated use by one or more pupils of a written, verbal, electronic or other form of expression, a physical act or gesture or any combination of them if it is directed at another person if it has the effect of or is reasonably intended to have the effect of,
    - (i) Causing physical or emotional harm to another person or damage to the another person's property,
    - (ii) Placing another person in reasonable fear of harm to himself or herself or damage to his or her property,
    - (iii) Creating a hostile environment at MTM for another person,
    - (iv) Infringing on the legal rights of another person at MTM, or
    - (v) Materially and substantially disrupting the education process or the orderly operation of MTM ;
  - (b) **Employee:** *For the purpose of this policy*, the term employee includes: full-time, part-time, temporary, probationary and casual employees, co-op students, volunteers, job applicants, staff, contractors, and consultants working for MTM;
  - (c) **Equal Treatment:** Equal treatment is treatment that brings about an equality of results and that may, in some instances, require different treatment. For example, to give all employees equal treatment in entering a building, it may be necessary to provide a ramp or an elevator for an employee who requires the use of a wheelchair;
  - (d) **Harassment:** Means improper comment or conduct based on one or more of the prohibited grounds listed in the Code, that a person knows or ought to know would be unwelcome, offensive, embarrassing or hurtful;
  - (e) **Student:** means student or prospective student of MTM;

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15. **Discipline:** MTM will investigate any and all allegations for harassment promptly, in accordance with the law, and free from reprisal.
16. **Where to Report:** see the Registrar immediately if there are any questions or concerns about the Policy.

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