Suggested Actions and Resources

SPECIFIC AREAS OF CONCERN

OBJECTIVE: A work environment where employees are protected from bullying, harassment, discrimination, and chronic stress.

If you have any indication that these specific areas of concern are relevant for any of your employees, you should take steps to investigate any potential issues that could lead to litigation or health risks.

Communicating that anyone who may be experiencing bullying, harassment, or discrimination can confidentially share their experience with someone in your workplace who is safe and objective may encourage them to come forward. But even if no one is willing to come forward to share their experience, survey results that indicate these specific concerns may be happening should lead to actions that can help prevent these types of issues from arising in the future.

1. **In my workplace, I am experiencing discrimination.** [1]
   - Review your current approach to promoting inclusivity and preventing discrimination with Inclusivity and Discrimination.
2. **In my workplace, I am being bullied or harassed verbally, physically or sexually.**
   - Review your current approach to prevent violence and harassment.
   - Become familiar with the law related to violence and harassment in your jurisdiction. This Ontario resource provides guidance on Ontario's legislation.
3. **In my workplace, I am being treated unfairly because I have a mental illness.**
   - In addition to considering potential discrimination, look at approaches to accommodation that include supporting success of employees with mental illness.
4. **In my workplace, I have been exposed to events that I found traumatic.** [2]
   - Review your approach to dealing with trauma in the workplace.
5. **Work is having a significant impact on my psychological health.**
   - Prevent chronic mental stress by engaging employees in identifying sources of stress and ways to reduce risk.

1 The Canadian Human Rights Act prohibits discrimination due to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered. Each of the provinces and territories has similar human rights legislation.

2 These are events which are uncontrollable, extremely negative, and unpredictable or sudden. (Carlson, E., & Dalenberg, C. (2000). A conceptual framework for the impact of traumatic experiences. Trauma, Violence, and Abuse, 1, 4–28.)

6. I feel burned-out at work.

- Review sources of burnout in the workplace and work to reduce exposure. Also educate employees about the warning signs of burnout and approaches to recovery.

Actions and resources

- Understand the law on workplace violence and harassment. Workers, supervisors, and employers may have rights and duties when dealing with workplace violence and harassment. This guide describes the legislation in Ontario.
- There won't be a perfect set of actions – often it's a matter of choosing the actions most likely to accomplish positive outcomes while generating the fewest potential problems.
- Once you have selected one or more actions to undertake, enter them into the corresponding Action Planning Worksheet, pick your start date, identify who will be involved – your action team - and get started.
- Identify and incorporate best practices for protecting employee psychological safety in your policies and procedures. Policy Recommendations can help.

Use this space to jot down additional ideas and suggested actions:

To consider which actions are most likely to result in the outcomes you desire, use the Action Planning process to guide your decision making and help you identify timelines, milestones, budgets, responsibilities, and measures of success.

Thank you to Workplace Safety and Prevention Services for their generous contribution to the development of these action items. For more tools and resources, please visit Think Mental Health.ca

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