

Practice Exercise 2

1. Copy the text of the Human Rights Code Preamble into a new Word document then follow the next steps.
2. Use Word tools to correct spelling errors.
3. Main title: Arial 16, bold
4. Date: Arial 12, right aligned
5. Subtitle: Arial 14, bold, centered, underlined
6. Two blank lines between subtitle and main text
7. Body text: Times New Roman 12
8. Last paragraph: italics
9. One blank line between each paragraph
10. Main text: 1.5 line spacing

Ontario Human Rights Code

November 26, 2002

Preamble

Whereas recognition of the inherent dignity and the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world and is in accord with the Universal Declaration of Human Rights as proclaimed by the United Nations;

And Whereas it is public policie in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to law, and having as its aim the creation of a climate of understanding and mutual respect for the dignity and worth of each person so that each person feels a part of the community and able to contribute fully to the developpment and well-being of the community and the Province;

And Whereas these principles have been confirmmed in Ontario by a number of enactments of the Legislature and it is desirable to revise and extend the protection of human rights in Ontario;

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

Every person who is an employee has a right to freedome from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, crede, age, record of offences, marital status, same-sex partnership status, family status or disability.

Save in WP folder as Exercise 2