



## **Policy On Workplace Harassment**

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### ***REFERENCES***

- Canadian Charter of Rights and Freedoms
- Ontario Human Rights Code
- Ontario Occupational Health and Safety Act
- Municipal Freedom of Information/Protection of Privacy Act
- Teaching Profession Act
- Ontario College of Teachers Act, 1996

### ***RELATED FORMS/PROCEDURES/DOCUMENTS***

- Administrative Procedure 8-4 Workplace Harassment

### ***POLICY STATEMENT***

The Bruce-Grey Catholic District School Board is committed to providing a working environment in which all employees are treated with respect and dignity.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments and of responsiveness to the damaging effects of harassment in the workplace. This policy will be reviewed as often as necessary, but at least annually to ensure that it adequately implements the policy with respect to workplace harassment required under the Occupational Health & Safety Act.

### ***POLICY REGULATIONS***

#### **1.0 DEFINITION OF WORKPLACE HARASSMENT**

Workplace Harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment. A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

#### **DEFINITION OF WORKPLACE SEXUAL HARASSMENT**

Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Or, making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit of advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

The normal proper exercise of supervisory responsibilities, including training, evaluation, counselling, and discipline when warranted, does not constitute workplace harassment.

## **2.0 DEFINITION OF WORKPLACE**

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within this policy.

## **3.0 TO WHOM DOES THIS POLICY APPLY**

The Workplace Harassment Policy applies to all Board employees, trustees, and other users, such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy covers harassment by such persons which is proven to have repercussions that adversely affect the Board's learning/working environment.

The rights of students to a respectful working and learning environment, free from harassment, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviour.

## **4.0 DUTIES AND RESPONSIBILITIES**

An educational community is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All persons in its learning/working environment will:

- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect the rights of others;
- show proper care and regard for Board property and for the property of others;
- demonstrate honesty and integrity; and
- respect the need of others to work in an environment of learning and teaching;

The Board strives to maintain an environment respectful of human rights and free of objectionable behaviour for all persons served by it. It must be ever vigilant of anything that might interfere with this duty. The Board expects that all persons in its learning/working environment will:

- be aware of and sensitive to issues of harassment;
- support individuals who are, or have been targets of harassment;
- prevent harassment through training;
- take all allegations of harassment seriously and respond promptly;
- provide positive role models; and
- not demonstrate, allow or condone behaviour contrary to the Policy, including reprisal.

All new employees will receive a copy of this policy.

## **5.0 REPRISAL**

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace harassment or act as witnesses. The Board will take all reasonable and practical

measures to prevent reprisals, threats of reprisal, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

## **6.0 COMPLAINTS**

All employees have a right to complaint about harassment and are entitled to have access to the complaint procedures. Every attempt should be made to resolve matters through an informal resolution. The first step is to inform the individual that his/her behaviour is inappropriate and must stop immediately. Many complaints can be resolved quickly and effectively using this approach. In order to stop workplace harassment, supervisory and managerial personnel must address and attempt to resolve complaints under this policy and procedure in a timely fashion.