



# POLICIES AND PROCEDURES

## **POLICY: Workplace Harassment**

**Date Approved:** April 27, 2010

**Last Reviewed:**

**Dates of Amendment:** May 23, 2017

**Cross Reference:** [Occupational Health and Safety](#); [Safe, Inclusive and Accepting Schools Code of Conduct – General](#); [Workplace Harassment: Appendix A -- Support Document](#); [Workplace Violence: Appendix A -- Support Document](#)

### **POLICY:**

1. The Ottawa Catholic School Board (the Board) shall make every effort to provide a workplace environment that respects the dignity of the person and is free from workplace harassment.
2. The Board recognizes its obligations under the *Charter of Rights and Freedoms* and supporting legislation as related to workplace harassment.
3. The Superintendent of Human Resources, or designate, shall consult with the designated health and safety representative to develop and maintain a written program (i.e. Support Document for Workplace Harassment) to implement this policy. This Support Document will be reviewed as needed, but at least annually, to ensure that it adequately reflects this policy with respect to workplace harassment.
4. The Board shall provide due process for all employees (i.e., the complainant and respondent) when investigating incidents of workplace harassment.
5. All employees of the Board shall conduct themselves at all times in accordance with the Workplace Harassment policy and report any incident of workplace harassment.
6. The Board recognizes that it is required to meet the expectations of Bill 132, *An Act to amend various statutes with respect to sexual violence, sexual harassment, domestic violence, and related matters*.

### **ADMINISTRATIVE PROCEDURES:**





