

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:	SECTION/CODE:
Workplace Violence and Harassment Prevention	Personnel A – 3a

APPROVAL DATE:	SUPERSEDES:	NUMBER OF PAGES:	REVIEW DATE:
March 5, 2018	May 9, 2016	Page 1 of 5	February 15, 2018

1. POLICY STATEMENT

It is the policy of The Protestant Separate School Board of the Town of Penetanguishene to ensure conduct in its workplaces is in accordance with the gospel values, the Board’s Mission, Vision and Values Statements, and the Board’s Strategic Plan. As such, workplace violence and/or harassment, or threats of violence and/or harassment, will not be tolerated.

2. PURPOSE

The Protestant Separate School Board of the Town of Penetanguishene is a community that fosters a Christian-centred positive work and school climate, free from discriminatory, violent or harassing behaviour. The educational community is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning, teaching and work environment in which all persons are treated with respect and dignity, free from all types of violence or harassment, related to any grounds identified within the *Human Rights Code*.

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 violence and/or harassment in the workplace.

3. GUIDELINES

- 3.1 The Board shall comply with the responsibilities placed upon employers by the *Human Rights Code* and the *Occupational Health and Safety Act*.
- 3.2 All reasonable practical steps shall be taken to avoid, reduce, or control, any foreseeable risks to the health and safety of persons who may be affected by Board activities.
- 3.3 The Board shall ensure that allegations of workplace violence and/or harassment are dealt with promptly. Alleged incidents of violence and/or harassment shall be investigated in a fair, consistent, thorough, and confidential manner.
- 3.4 The Workplace Violence and Harassment Prevention Policy shall apply to all Board employees and other users, such as, but not limited to, members of consultative committees, clients of the Board, parents/guardians, family members, 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 violence and harassment by such persons which is proven to have repercussions that adversely affect the Board’s learning and working environment.

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GUIDELINES (continued)

- 3.5 The rights of students to a respectful working and learning environment, free from violence and harassment, shall be 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. This Policy applies, however, in appropriate circumstances where workplace violence and/or harassment may arise because of student behaviours.
- 3.6 The rights and responsibilities of trustees in regards to a respectful working environment free from harassment shall be dealt with under the appropriate policy, legislation, or regulations including but not limited to the *Ontario Public School Boards' Association (OPSBA) Code of Conduct for Trustees*.
- 3.7 All those covered by the Workplace Violence and Harassment Prevention Policy shall have a right to report objectionable behaviour and are entitled to access the complaint resolution processes. Every attempt shall be made to resolve matters through an informal resolution.
- 3.8 This Policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence and/or harassment or act as witnesses. The Board shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence and/or harassment.
- 3.9 The Board shall provide an employee with information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence and harassment and any other prescribed information.
- 3.10 The Board shall develop and maintain a program to implement the Policy with respect to workplace harassment in accordance with the requirements of the *Occupational Health and Safety Act*.
- 3.11 The Board shall strive to maintain an environment respectful of human rights and free of objectionable behaviour for all persons served by it. It shall strive to be ever vigilant of anything that might interfere with this duty. The Board expects that all persons in its learning/working environment shall: be aware of and sensitive to issues of violence and/or harassment, support individuals who are or have been targets of violence and/or harassment, prevent violence and/or harassment through training, take all allegations of violence and/or harassment seriously and respond promptly, provide positive role models, and not demonstrate, allow or condone behaviour contrary to the Policy, including reprisal.

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GUIDELINES (continued)

- 3.12 The Policy and Procedures concerning workplace violence and/or harassment prevention shall be posted at a conspicuous place in the workplace.
- 3.13 The Board shall review the Workplace Violence and Harassment Prevention Policy as often as necessary, but at least annually.

4. TERMS AND DEFINITIONS

4.1 WORKPLACE VIOLENCE AND HARASSMENT

Workplace violence and harassment means engaging in a course of threatening or vexatious behavior, dialogue, action or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome and personally offensive or injurious to the recipient. Violence and/or harassment may, dependent on the circumstances, consist of a single action or a series of incidents. The normal proper exercise of supervisory responsibilities, including training, evaluation, counselling, and discipline when warranted, does not constitute workplace violence or harassment.

4.2 WORKPLACE SEXUAL HARRASSMENT

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 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 or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

4.3 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 does the Board office and any facility. Conferences and training sessions fall within the scope of this Policy.

4.4 REPRISAL

Reprisal is any act of retaliation, either direct or indirect.

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TERMS AND DEFINITIONS (continued)

4.5 SUPERVISORY AND MANAGERIAL PERSONNEL

Where referred to, supervisory and managerial personnel include principal and supervisory officer.

4.6 COMMUNICATION TRAINING AND IMPLEMENTATION

All staff will be trained within three (3) months of the enactment of this policy or of their start date with the PSSBP, on Workplace Violence and Harassment Prevention, including signs of violence and harassment, identified risks, method of prevention. The training must also include methods for obtaining assistance and reporting incidents. Training on the components of this policy and related procedures must be reviewed every three (3) years.

All supervisors within one (1) month of hire or promotion must be trained in conflict resolution procedures, violence and harassment reporting and investigation.

(refer to *Workplace Violence and Harassment Complaint Process, Appendix A*)

5. REFERENCES/RELATED DOCUMENTS

Canadian Charter of Rights and Freedoms
Ontario Human Rights Code
Ontario Occupational Health and Safety Act
Municipal Freedom of Information and Protection of Privacy Act
Teaching Profession Act
Ontario College of Teachers Act, 1996
Education Act
The Early Childhood Educators Act
Code of Ethics for Ontario Public School Board Association Trustees
Social Work and Social Service Work Act, 1998
Psychology Act, 1991

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6. RELATED BOARD POLICIES

D39, Safe School Policy – Consultations
D35, Police/School Board Protocol
D50, Safe and Accepting Schools
D51a – Safe and Accepting Schools – Bullying Intervention and Prevention
D51b – Safe and Accepting Schools – Progressive Discipline
D51c – Safe and Accepting Schools – Suspensions and Expulsions
D51d – Safe and Accepting Schools – Delegation of Authority
Additional Related Policies - To Be Determined through the Policy Review Process

RELATED FORMS

Workplace Violence and Harassment Complaint Process (Appendix A)
Workplace Violence and Harassment Complaint Form (Appendix B)

7. APPROVED BY BOARD

March 5, 2018

8. NEXT REVIEW DATE

February, 2020

9. REVIEWED BY

Policy Committee of The Protestant Separate School Board of the Town of Penetanguishene