



POLICY: Workplace Harassment

Category (Human Resources)

Effective Date: September 21, 2010.

Last Revision Date: (24-Oct-16)

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I. Purpose of Policy

In accordance with the Board Vision Statement, the Safe Schools – Code of Conduct Policy and applicable legislation the Renfrew County Catholic District School Board is a community that fosters a Christ-centered positive school climate, free from discriminatory or harassing behaviour. The educational community is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning, teaching and working environment in which all persons are treated with respect and dignity, free from sexual, racial, ethnocultural, or other harassment, related to any grounds identified within the Human Rights Code.

The Board, in accordance with the gospel values of Jesus Christ and in accordance with legislation, is committed to providing and maintaining a work environment in which all employees are able to work in a workplace free from workplace harassment.

II. Policy Statement

1. Guiding Principles & Commitment

- a) All Board employees should be able to work without being subject to workplace harassment.
- b) Workplace harassment in Board workplaces from Board employees, students or any other individual is unacceptable conduct and will not be tolerated.
- c) All persons involved with or present in Board schools or workplaces, including employees, students, parents, volunteers, visitors and other individuals, must comply with the standards of behaviour set out in the Safe Schools – Code of Conduct.
- d) Employees who exercise their rights under the Occupational Health and Safety Act in reporting workplace harassment or acting as witnesses to incidents of workplace harassment shall not be the subject to any reprisals for their actions. However, any reporting must not be done maliciously or in bad faith. The reporting employee must have some reasonable cause to make the report.
- e) Workplace violence incidents shall be dealt with under the Workplace Violence Policy.
- f) The elected Board of Trustees, Senior Administration, Managers, Principals, Supervisors, employees and union representatives are committed to taking all precautions reasonable in the circumstances to prevent workplace harassment in Board workplaces.

2. Workplace Harassment:

workplace means any land, premises, location or thing at, upon, in or near which a worker works.

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.

workplace sexual harassment means,

- (a) 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



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- (b) 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.

3. Human Rights Code Harassment:

- a) The definition of workplace harassment in section 2 is broad enough to include harassment prohibited under the Human Rights Code.
- b) The Human Rights Code prohibits harassment in the workplace based on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

4. Conduct that is Not Workplace Harassment:

- a) Reasonable action or conduct by the Board or by Board management staff that is part of their normal work or management functions would not normally be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for an employee. Examples could include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes and disciplinary action.
- b) Differences of opinion or minor disagreements between employees would also not generally be considered workplace harassment.
- c) Any behaviour that would meet the definition of workplace violence would not be considered workplace harassment and should be dealt with under the Workplace Violence Policy.

5. General Policy Requirements:

- a) The Policy shall be posted in a conspicuous place in each Board workplace with more than five (5) employees.
- b) The Board shall provide information and instruction that is appropriate for each Board employee on the contents of this Policy and related procedures.
- c) This Policy and the Program to implement this Policy shall be reviewed as often as necessary, but at least annually.

III. Related Information

Procedures for this Policy

Procedure: Workplace Harassment – Report, Investigate & Respond

Other Board Documents:

POLICY: Workplace Violence

POLICY (Schools & Students): Safe Schools – Code of Conduct

Legislation

Occupational Health and Safety Act

Human Rights Code

Ministry of Labour

September 2016. Ministry of Labour. *Workplace Violence and Harassment: understanding the law.*