

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name WORKPLACE HARASSMENT

717

Board Approved: February 20, 2007

Review Prior To: December 2012

POLICY

The Superior-Greenstone District School Board is opposed to any form of harassment in the workplace. The Board will investigate thoroughly any complaints received in accordance with its guidelines and procedures for such matters.

RATIONALE

The Superior-Greenstone District School Board seeks to provide a work environment supportive of both productivity and the dignity of every employee.

Since the Board is also entrusted with the nurturing and education of students, it is important that all employees provide positive and appropriate role models for students in their care.

Ontario law requires that every employee has the right to freedom from harassment by a supervisor or other employee because of sex, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or disability.

PROCEDURES

1.0 Definition

1.1 Harassment

Harassment is defined in Ontario as any course of comments or conduct consisting of words or actions that disparage or humiliate a person in relation to one of the prohibited grounds as outlined in the 'Rationale' stated above.

Harassment is also defined as any course of vexatious comment or conduct that is known or ought to be known to be unwelcome.

1.2 Sexual Harassment

Any course of vexatious comment or conduct including sexual remarks or physical contact that is known or ought reasonably to be known to be unwelcome.

1.3 Race & Religious Harassment

Any derogatory comments, taunts, jokes or jeers about race, creed, colour, national or ethnic origin.

1.4 Workplace Harassment

Any unwelcome conduct, which is intimidating, coercive or malicious.

2.0 Process

Any employee or student who believes that he/she is being harassed by a person affiliated with the Board, should proceed as follows:

- a) Politely but firmly request whoever is perpetrating the harassment to stop, and,
- b) Prepare and maintain a written record of the details and reactions of the person confronted, and,
- c) Advise the Principal or Supervisor if the harassment continues.

3.0 Reporting

The Principal or Supervisor shall initially investigate each and every complaint in a timely manner.

The appropriate Supervisory Officer is to be informed of the complaint and actions being pursued.

4.0 Investigating

Within ten (10) working days of the complaint, the person investigating in consultation with the appropriate Supervisory Officer, shall:

- a) Inform the party complained about, that the allegations are being investigated,
- b) Interview all parties in order to establish a perspective re the situation,
- c) Assure the complainant that his/her job security is not in jeopardy,
- d) Ensure that the parties involved are separated, if possible, and,
- e) Interview employees and any other possible witnesses to determine if racial harassment has occurred.

5.0 Discipline

If allegations are found to have substance, the Board representative will:

- a) Issue a warning letter to the responsible party,
- b) Ask the harasser to apologize to the complainant,
- c) Continue to monitor the situation making it clear that such monitoring is being undertaken.
- d) Place letter in the employee's file.

6.0 Other

If the allegations are found to have no substance, the investigator shall:

- a) Review the matter with each party,
- b) Confirm the substance of each interview, in writing, and,
- c) Inform the parties that copies of the report(s) will be placed on file.