

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PERSONNEL	
Policy Name	WORKPLACE HARASSMENT Management Guideline Applies	717
Board Approved:	December 5, 2011 February 20, 2007	Reviewed: September 26, 2011 Review By: December 2024 December 2016

POLICY RATIONALE

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

The Superior-Greenstone District School Board must provide and maintain a working and learning environment ("workplace") where employees and students are free from harassment or intimidation. The Board respects the dignity and human rights of all individuals and recognizes that harassment negatively affects working relationships, the learning process and personal well-being. The Board is committed to creating a workplace that values diversity.

RATIONALE POLICY

It is the policy of the Superior-Greenstone District School Board to adhere to the Ontario Human Rights Code in that all employees, students, prospective employees, Trustees, volunteers, visitors, parents, contractors and all other users that are involved with the Board have the right to freedom from harassment because of sex/pregnancy, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, disability, sexual orientation, gender identification, or gender expression. Harassment will not be tolerated. The Board will investigate thoroughly any incidents or complaints received in accordance with its guidelines and procedures for such matters.

~~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 GUIDELINES

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.~~

2.1 — 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.~~

4.1 — 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 may impose discipline as appropriate and consistent with the circumstances.~~

6.1 — 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.~~

1.0 Employees, students and other users shall behave in a manner that is socially and professionally acceptable in the workplace.

2.0 Employees, students, and other users will strive to foster a respectful workplace through the prevention and prompt resolution of harassment. Incidents and complaints will be taken seriously and handled professionally.

3.0 The Board shall provide mechanisms employees, students, and other users for to lodge informal and formal complaints.

4.0 The Board shall provide a fair and objective formal process for dealing with alleged incidents of harassment.

5.0 Confidentiality will be maintained to every extent possible, but it should be understood that the nature of the investigation may be expanded beyond the complainant(s) and the respondent(s) to verify factual information.