


Windsor-Essex Catholic District School Board



Section: Human Resources
POLICY H: 08
Workplace Harassment

NUMBER:	H: 08
EFFECTIVE:	January 11, 2000
AMENDED:	June 8, 2010
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2017 - 2018

1.0 OBJECTIVE:

- 1.1 The Windsor-Essex Catholic District School Board shall, in accordance with the gospel values of Jesus Christ and the Board's mission, vision, and goals, endeavour to provide a work environment free from harassment, in which every person is valued and treated with respect, dignity and acceptance.

2.0 DEFINITIONS:

- 2.1 *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.

The normal proper exercise of supervisory responsibilities, including training, evaluation, counselling, and discipline when warranted, does not constitute workplace harassment. This policy shall not offer protection from legitimate and substantiated criticism of work performance or competency.

- 2.2 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 do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.

3.0 GUIDING PRINCIPLES:

- 3.1 The Board shall advocate a greater awareness and understanding of harassment in the workplace.
- 3.2 The Board shall consider harassment as a serious offence.
- 3.3 The Board shall treat complaints of harassment with sensitivity and such matters shall be dealt with quickly, fairly and confidentially.
- 3.4 Employees who engage in harassment may be subject to disciplinary actions from reprimand to dismissal depending on the severity of the incident and in compliance with this policy.

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3.5 Retaliation against an individual (whether on behalf of oneself or another individual) for having invoked this policy shall be treated as harassment and dealt with accordingly.

3.6 All information collected under this policy shall be dealt with in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989.

4.0 SPECIFIC DIRECTIVES:

4.1 Administrative procedures will be developed to implement this policy. The procedure will:

- i. include measures and procedures for workers to report incidents of workplace harassment; and
- ii. set out how the Board will investigate and deal with incidents and complaints of workplace harassment.

4.2 The Board will provide an employee with,

- i. information and instruction that is appropriate for the employee on the contents of the policy and procedure with respect to workplace harassment; and,
- ii. any other information or instruction prescribed by applicable legislation.

4.3 Posting of the Policy

- i. The policy concerning workplace harassment will be posted at a conspicuous place in the workplace.

5.0 RESPONSIBILITY:

5.1 All members of the Board community are accountable for complying with this policy and maintaining a harassment free environment.

5.2 The Director of Education shall responsible for implementation of this policy.

6.0 REVIEW AND EVALUATION:

6.1 The effectiveness of this policy shall be reviewed as often as necessary, but at least annually.

7.0 REFERENCES:

Canadian Charter of Rights and Freedoms
Ontario Human Rights Code
Ontario Occupational Health and Safety Act
Municipal Freedom of Information/Protection of Privacy Act
Teaching Profession Act

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Ontario College of Teachers Act
Education Act

Other related policies of the Board which support this policy are:

A: 07 Channels of Communication
A: 12 Code of Ethics/Conflict of Interest
A: 14 Antiracism and Ethno cultural Equity
H: 06 Health and Safety of Employees
H: 09 Assault on Employee
H: 17 Employees' Acceptable Use of Electronic Access, Information Technology and Data
H: 18 Internet Acceptable Use - Employees
H: 19 Violence Prevention in the Workplace
SC: 03 Acceptable Use of the Internet (Students) - Internet Acceptable Use Policy
SC: 15 Code of Conduct
ST: 05 Student Discipline