



**DISTRICT SCHOOL BOARD
ONTARIO NORTH EAST**

Policy No. 1.2.2

Section 1.2: System Policies and Procedures

Related References:

Occupational Health & Safety Act

2.1.6- Student Code of Conduct Policy

2.1.7 - Violence Prevention Policy

2.1.23 - Managing Violent and Aggressive Student Behaviour Policy

2.1.26 - Bullying Prevention Policy

2.1.10 - Police & School Protocol Policy

Appendices:

Approved: April 20, 2010

Revised: February 1, 2011

Review Date:

TITLE: WORKPLACE HARASSMENT POLICY

Rationale:

District School Board Ontario North East believes that all workers have the right to a respectful workplace. The Board is committed to providing a work environment that is free of workplace harassment, as defined by the *Occupational Health and Safety Act*.

Definition

“Workplace harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably be known to be unwelcome. The board is also committed to providing a work environment that is free of harassment as defined by the Ontario Human Rights Code.

Workplace harassment occurs within the employment relationship. Workplace harassment may involve conduct that is verbal or non-verbal, a single incident or a series of incidents.

Workplace harassment can be directed at a teacher, principal, support staff or any other employee or officer of the Board. Workplace harassment does not include decisions or actions related to an individual’s employment: including but not limited to, a decision to change duties, discipline the individual or terminate the individual’s employment.

The Board is committed to the implementation of measures and procedures to report and deal with incidents and complaints of workplace harassment, and to provide workers with information on the contents of the workplace harassment policy.

Application

This policy applies to all members of the Board community, including but not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto Board property.

Reporting Procedures

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

If it is reasonable to do so, individuals are encourage to try and resolve the situation with the person who is alleged to have engaged in the harassment. Where the situation cannot be resolved or it continues, the individual shall report the conduct to Human Resources using the Formal Complaint Form found in Appendix B of the Workplace Harassment Procedure. Human Resources will investigate the complaint and determine the appropriate action to be taken.

Penalty

No individual affiliated with the Board shall subject any other person to workplace harassment. An individual that subjects another individual to workplace harassment may be subject to disciplinary action up to and including termination. Persons who are not employees, officers or directors of the Board may be removed from the workplace.

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

- 2.1.6 Student Code of Conduct
- 2.1.7 Violence Prevention
- 2.1.23 Managing Violent and Aggressive Student Behaviour
- 2.1.26 Bullying Prevention
- 2.1.10 Police & School Protocol