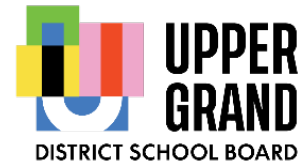


Harassment in the Workplace Policy 408



Category:	Human Resources
Administered by:	Appropriate Senior Administrator
First Adopted:	April, 2003
Revision History:	Sept 2012, Jan 2016, Oct 2016, Oct 2017, Oct 2018
Next Review:	Annually or as required

1. Policy Statement

It is the policy of the Upper Grand District School Board to promote a learning and working environment in which all individuals treat each other with respect and dignity, and that is free from workplace harassment. Workplace harassment erodes the individual's dignity and self-esteem.

The board refuses to tolerate any behaviour that constitutes workplace harassment. All incidents and complaints of workplace harassment must be reported by employees and will be investigated and dealt with by the board.

2. Details

- 2.1 It is the responsibility of the appropriate senior administrator to administer and oversee the implementation of this policy
- 2.2 It is the responsibility of principals/supervisors to implement this policy.
- 2.3 It is the responsibility of principals to review this policy with school employees, parents, volunteers, and students, and to publicize this policy within their school community.
- 2.4 It is the responsibility of supervisors to review this policy with their employees.
- 2.5 This policy applies to all members of the school community, including but not limited to trustees, students, employees, parent involvement and school council members and committees, visitors (such as parents and members of the public), volunteers, permit holders (Community Use), contractors and employees of service organizations who work on or are invited onto board property.
- 2.6 This policy applies to all workplace activities that occur while on board

premises, or engaging in workplace activities or workplace social events.

- 2.7 It is the responsibility of each site supervisor to post this policy on the Health and Safety Bulletin Board.
- 2.8 It is the responsibility of the board to establish a Workplace Harassment Program that includes information, training, reporting and investigation procedures.
- 2.9 This policy will be reviewed by the appropriate senior administrator or designate at least annually or as required.
- 2.10 It is the responsibility of the board to provide specific training to senior administrators, principals, supervisors and trustees on workplace harassment.
- 2.11 All employees and trustees are required to complete violence and harassment in the workplace training. New hires must complete the training as a condition of employment.

3. References

This policy operates in conjunction with:

- The [Ontario Human Rights Code](#) and other applicable Acts and Regulations, but does not supersede them.
- [Education Act](#) and Regulations
- The [Occupational Health and Safety Act](#) and Regulations
- The [Criminal Code of Canada](#)
- The [Municipal Freedom of Information and Protection of Privacy Act](#)
- UGDSB Policies:
 - [103 Trustees Code of Conduct](#)
 - [205 Volunteers](#)
 - [406 Health and Safety](#)
 - [413 Safety \(Behaviour Prevention and Intervention\)](#)

- [417 Violence in the Workplace](#)
- [418 Employee Ethics](#)
- [502 Child Abuse and Protection](#)
- [503 Safe Schools](#)
- [504 Equity and Inclusive Education](#)
- [Protocol P.09 The Police-School Board Protocol](#)