

<b>Division</b> HUMAN RESOURCES	<b>Policy Series</b> 700	<b>Policy #</b> 700.4
<b>Subject</b> Workplace	<b>Replaces</b>	
<b>Responsible Authority</b> <ul style="list-style-type: none"> <li>■ DIRECTOR OF EDUCATION</li> <li>■ ASSISTANT DIRECTOR OF EDUCATION [HUMAN RESOURCES]</li> </ul>	<b>Date Approved</b> <i>April 13, 2009</i>	
	<b>Effective Date</b> <i>May 1, 2009</i>	
<b>Date Reviewed</b> <b>January 8, 2013</b>	<b>Date Revised</b> <b>January 8, 2013</b>	

#### 700.4(1) Policy Name

## Respectful Workplace/Harassment

#### 700.4(2) Policy Statement

- 700.4(2.1) Nova Central School District is committed to providing safe workplaces that respect the rights of every individual employee.
- 700.4(2.2) Nova Central School District shall strive to create and maintain a work environment free from harassment and intimidation.
- 700.4(2.3) Nova Central School District shall encourage and provide a means through which employees can seek resolution to harassing and discriminatory behaviour.
- 700.4(2.4) Harassment and discrimination shall not be tolerated. Where harassment or discrimination has been determined to have occurred action, including disciplinary action, shall be taken.

#### 700.4(3) Policy Rationale/Purpose

- 700.4(3.1) All employees of Nova Central School District are entitled to pursue their duties in a respectful workplace. It is expected that everyone will conduct themselves in a respectful manner, regardless of their role or involvement with the organization.
- 700.4(3.2) The purpose of this policy is to foster a respectful workplace through the prevention of, and prompt response to, harassment and discrimination.

#### 700.4(4) References

700.4(4.4) Nova Central School Board Governance Policies 2.59, 2.73, 2.74, 3.06

#### 700.4(5) Scope

700.4(5.1) This policy applies to all employees of Nova Central School District with the exception of the Director of Education [please see 700.4(5.3)] including managerial staff; full-time, part-time and casual employees; and employees on Job Creation Partnerships Contracts (JCP).

700.4(5.2) This policy applies to all post-secondary students on workterms/ internships with the district.

700.4(5.3) Any formal complaint against the Director of Education shall be dealt with by the Nova Central School Board of Trustees. The Board shall determine a course of action in accordance with governance policies.

#### 700.4(6) Roles and Responsibilities

Responsible Division: **Human Resources**

700.4(6.1) The **Director of Education** shall be responsible for the implementation, monitoring and revision of this policy.

700.4(6.2) The **Director of Education** or his/her designate shall be responsible for investigating and responding to formal complaints of inappropriate behaviour/objectionable conduct when the complaint is against a member of the senior management team other than the Director.

700.4(6.3) The **Assistant Director of Education (Human Resources)** or his/her designate shall be responsible for investigating and responding to formal complaints of inappropriate behaviour/objectionable conduct against all other employees.

700.4(6.4) **Managers and School Administrators** shall be responsible for  
6.3.1 Promoting a respectful workplace that is free of harassment and discrimination; and,  
6.3.2 Taking a proactive role in addressing inappropriate behaviour/objectionable conduct.

#### 700.4(7) Procedures

**700.4(7.1) Complaint Process**

**700.4(7.2) Review and Investigation of a Complaint**

**700.4(7.3) Resolution**

**700.4(7.4) Rights and Expectations of Complainants and Respondents**

**700.4(7.5) Notification re policy**

**700.4(7.6) Inappropriate behaviour/Objectionable Conduct by Others**

## 700.4(7.7) Information Management

### 700.4(8) Definitions

- 700.4(8.1) **Complaint:** Allegation of harassment or discrimination submitted in writing to the district.
- 700.4(8.2) **Complainant:** Employee who has brought forward a complaint under this policy, alleging discrimination or harassment.
- 700.4(8.3) **Discrimination:** Making a distinction between certain individuals or groups, based on personal issues such as:
- 8.3.1 Race, religion or religious creed
  - 8.3.2 Age, gender, sexual orientation or marital status
  - 8.3.3 Disability
  - 8.3.4 Political opinion
  - 8.3.5 Colour, ethnic, national or social origin
  - 8.3.6 Socio-economic status.
- 700.4(8.4) **Harassment:**
- 8.4.1 Any inappropriate behaviour directed at, or offensive to, any employee and that demeans, belittles or causes personal humiliation or embarrassment;
  - 8.4.2 Any inappropriate behaviour that endangers any employee's job, undermines any employee's performance or threatens the economic livelihood of any employee;
  - 8.4.3 Any offensive behaviour of a sexual nature related to a person's gender which creates an intimidating, unwelcoming or hostile work environment, or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities;
  - 8.4.4 Any inappropriate use of power or authority by a supervisor that endangers, undermines, threatens, interferes with or influences an employee's job, the performance of that job, or the economic livelihood of the employee but does not include the legitimate and proper exercise of supervisory responsibilities such as distribution of work assignments or training opportunities; work evaluation; disciplinary measures taken for valid reasons and/or staffing decisions;
  - 8.4.5 Behaviour or conduct that is known or ought reasonably to be known to be unwelcome, objectionable or offensive;
- 700.4(8.5) **Mediation:** Voluntary process used to resolve conflict by having a neutral person assist the disputing parties to arrive at a mutually acceptable solution.
- 700.4(8.6) **Respondent:** Employee(s) against whom a complaint has been made.
- 700.4(8.7) **Workplace:** The workplace is any place where employees and student interns perform work-related duties or functions. Schools, as well as school-related activities such as extra-curricular activities and excursions, comprise the workplace as do board

offices and other facilities. Conferences and training sessions fall within the parameters of this policy.

#### **700.4(9) Review**

This policy shall be reviewed every two years.

#### **700.5(10) School Policy**

Schools and school district offices shall follow the district policy with respect to respectful workplace/harassment.