

## **POLICY STATEMENT**

### **WORKPLACE HARASSMENT**

#### **Rationale**

The Algonquin and Lakeshore Catholic District School Board believes that within the Catholic educational community, all employees should work and learn in a respectful and non-threatening environment that is free from harassment.

Harassment is defined in both the Occupational Health and Safety Act and the Ontario Human Rights Code. The Board sets out to provide a workplace free of any form of harassment or discrimination as currently defined by legislation.

As such, the Board will develop Administrative Procedures aimed at preventing, identifying and correcting harassment.

This Policy applies to all employees within the work environment. The work environment includes all work-sites, school and Board social functions, work-related conferences and training sessions, as well as all forms of verbal, non-verbal, electronic and written communications.

#### **Guiding Principles**

- The Board believes that all people are created in the image and likeness of God and deserve to work in an environment that recognizes and promotes dignity and respect.
- The Board will continually strive to provide an educational and working environment that is free from harassment.
- 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.
- The Board will ensure that all employees have an understanding of the importance of the policy

and are aware that harassment and discrimination are unacceptable and will not be tolerated.

- The Board will inform all those working for the Algonquin and Lakeshore Catholic District School Board and those using the services of the Algonquin and Lakeshore Catholic District School Board that harassment in the workplace or in the provision of services (e.g. educational and other) may be an offence under the law.
- The Board will set out the types of behaviour that may be considered offensive.
- The Board will establish a mechanism for receiving complaints of harassment and will provide a procedure by which the Board will deal with these complaints.
- The Board will identify its responsibilities relative to harassment in terms of awareness, prevention and response and with respect to its statutory reporting obligations.

## **References**

*Education Act*

*Ontario Human Rights Code*

*Occupational Health and Safety Act*

*Criminal Code of Canada*

*Canadian Charter of Rights and Freedom*

## **Administrative Procedures**

Workplace Harassment

Approved: January 25, 2011

Revised: April 2019

Reviewed: May 2022