

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM:</b> Harassment/Mistreatment of School Division Members	<b>CODE:</b> GHA
<b>LEGAL STATUS:</b> Board Motion #92.07, #23.14, #123.23	<b>DATE APPROVED:</b> 16 Apr 07, 27 Jan 14, 29 May 23

**Background:** The Board of Education believes all interpersonal interactions and relationships are to be characterized by mutual respect which affirms the dignity and worth of each person and affirms that school division members can be assured assistance will be provided to them when critical and difficult situations arise.

**POLICY:** **The Board of Education believes that every school division member, staff or student, is entitled to a working environment that is free of harassment (see definition). Therefore, the Board will endeavour to assure that no school division member is subjected to harassment as a result of carrying out his/her duties on behalf of the Board. Likewise, no school division member shall cause or participate in the harassment of another school division member.**

**Guidelines:**

1. School division members are encouraged to address alleged incidents of harassment internally.
2. All complaints of harassment will be investigated.
3. Incidents of school division members experiencing reprisals as a result of bringing a complaint forward shall be reported and investigated.
4. Where harassment by another employee has been substantiated, the harasser will be subjected to disciplinary action determined by the Board which may include any or a combination of a verbal reprimand, written reprimand, suspension, and/or dismissal.
5. Where harassment by a non-employee has been substantiated, the harasser will be subject to restrictions and sanctions as deemed appropriate by the Board.
6. Where harassment has not been substantiated, no action will be taken against an employee who has made a complaint in good faith.
7. The Board will not disclose the identity of the employee or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.
8. The Board recognizes that an employee may deem it necessary to file a complaint with Saskatchewan Human Rights Commission, Occupational Health and Safety Division or the police. When a school division member seeks redress outside the realm of the school division no further attempts at resolution will be undertaken in deference for the alternative process chosen by the employee.

**Procedures:**

1. A school division member who believes that he/she has been subjected to harassment is encouraged to clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
2. Where circumstances prevent a school division member from taking action, or the action taken is unsuccessful, the school division member should report the alleged harassment to the immediate supervisor, principal or the Director of Education or designate.
3. Where the school division member has reported the alleged harassment to a supervisor, the supervisor shall immediately bring the complaint to the attention of the Director or designate. The Director or designate will bring all serious complaints to the attention of the Board.
4. The Director or designate will notify the alleged harasser of the complaint, provide the alleged harasser with information concerning the circumstances of the complaint, and undertake a confidential investigation and report to the Board.
5. Following the conclusion of the investigation, the Board will inform the school division member and the alleged harasser of the results of the investigation.

Harassment is defined in *The Occupational Health and Safety Act, 1993, Sec. 2(1)(l)* as:  
“Harassment” means any inappropriate conduct, comment, display, action or gesture by a person:

- i. that either:
  - a) is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age nationality, ancestry or place of origin; or
  - b) subject to subsections (3) and (4), adversely affects the worker’s psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and
- ii. that constitutes a threat to the health or safety of the worker.