

WORKPLACE HARASSMENT AND VIOLENCE PREVENTION

POLICY

The Rainy River District School Board will provide a safe environment/workplace, free from any type of harassment or violence.

RATIONALE

The Rainy River District School Board will not tolerate acts of violence or harassment. All individuals must be treated with respect and dignity.

IMPLEMENTATION

As per *Procedure 7.75 Workplace Harassment*, *Procedure 7.76 Workplace Violence Prevention*, and policy guidelines.

GUIDELINES

1.0 General Guidelines

- 1.1 Staff and students have the right to a respectful working and learning environment, free from harassment and violence, as outlined in legislation, including, but not limited to the *Education Act* and Regulations, school codes of conduct, *Policy 4.16 Safe Schools*, and professional codes of conduct.
- 1.2 This policy applies to all Board employees, trustees, volunteers, parents/guardians, visitors, contractors, permit holders, service providers and third-party employees while on Board premises or while engaging in any school or school board-related activities including workplace social events and social media.
- 1.3 Supervisors are responsible for the implementation of this policy and corresponding procedures, and the communication to employees that harassment and violence in all forms will not be tolerated.
- 1.4 A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. This policy is not intended to limit or constrain the reasonable exercise of management functions.

2.0 Workplace Harassment and Violence Prevention Procedures

- 2.1 The Board shall, in consultation with the Joint Health and Safety Committee, implement a workplace harassment prevention procedure and a workplace violence prevention procedure. The procedures will be reviewed annually by the Joint Health and Safety Committee.

3.0 Duties and Reporting

- 3.1 All employees must:
- raise any concerns about workplace harassment and/or the potential for workplace violence to their supervisor,
 - report any violent incidents and threats of violence to their supervisor, and
 - cooperate with investigations.
- 3.2 The Board will ensure timely investigation is conducted into incidents or complaints of workplace harassment or violence that is appropriate to the circumstances.
- 3.3 The Board shall take all reasonable and practical measures to prevent reprisal, threats of reprisal or further harassment against individuals who report incidents of, or witness, harassment, or workplace violence.
- 3.4 An individual who makes a report, which is knowingly false or made with vexatious or malicious intent, shall be subject to discipline, up to and including dismissal.
- 3.5 This policy must be reviewed annually.

Definitions:

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, or workplace sexual harassment.

Workplace Sexual Harassment means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known – or ought reasonably to be known – to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace Violence as defined by the *Occupational Health and Safety Act*, is:

- the exercise of physical force by a person against a worker, in a workplace, that causes – or could cause – physical injury to the worker.
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

Workplace is any place where individuals perform work, or work-related duties or functions for the Rainy River District School Board. This includes, but is not limited to:

Education Centre,

- Schools,

- Work-related events, and/or
- Other locations where work related activities take place and where employees or others covered under this policy perform work or work-related functions.

CROSS-REFERENCE	LEGAL/MINISTRY OF EDUCATION REFERENCE
<p>Policies</p> <ul style="list-style-type: none"> ▪ 3.86 Employee Code of Conduct ▪ 4.16 Safe Schools ▪ 7.00 Occupational Health and Safety <p>Procedures</p> <ul style="list-style-type: none"> ▪ 7.75 Workplace Harassment ▪ 7.76 Workplace Violence 	<ul style="list-style-type: none"> ▪ <i>Ontario Human Rights Code</i> ▪ <i>Occupational Health and Safety Act</i> ▪ <i>Bill 168, Amendment to the Occupational Health & Safety Act</i> ▪ <i>Bill 132, Amendment to the Occupational Health & Safety Act</i> ▪ <i>Municipal Freedom of Information and Protection of Privacy Act</i>