

# Halifax Regional School Board

## Respectful Workplace Program

### Respectful Workplace Consultant

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- A. Responding to reports of Harassment under the Respectful Workplace (Harassment) Policy, including:
  - Informal Processes
  - Investigations
  
- B. Resource for all employees who may be experiencing **or** be aware of disrespect or conflict in the workplace, including:
  - Confidential Consultations
  - Coaching
  - Facilitated Conversations
  - Mediation
  - Other Restorative Approaches
  - Facilitation of Team Engagement Workshops
  - Professional Development Opportunities

Services onsite or other locations

### Respectful Workplace (Harassment) Policy *(revised effective June 3, 2015)*

#### Policy Overview

- supports HRSB's commitment to fostering a workplace free from Harassment, **where all people are treated with dignity and respect**
- covers **all behaviours** that occur at schools, school board offices, buildings under school board jurisdiction, or other settings where School Board Staff interact in the course of school-related or school board-related activities, including social functions, travel, conferences, or training events
- applies to **all current employees**, including full-time, part-time, casual and temporary employees

#### Note:

Previously called Harassment Policy and applied to employees, students, non-employees, e.g. parents, guardians, volunteers, community members

Provincial School Code of Conduct effective September 1, 2015

Role of School Principal, School Administration, Parent Concern Protocol

External interventions – *Protection of Property Act*, Police

#### Principles (section 2.0 of Policy)

*It is the right of all individuals to work and participate in a safe and welcoming environment free from Harassment. The Respectful Workplace (Harassment) Policy provides a process through which the HRSB will address behaviours which jeopardize the dignity and self-worth of others.*

**Harassment:**

- includes any objectionable act, comment, joke or display that demeans, belittles, threatens, intimidates or causes personal humiliation or embarrassment
- may be verbal, psychological, physical, written, or electronic
- may consist of a single incident or a series of incidents
- may be deliberate or unintentional
- behaviours are known or ought reasonably to be known to be offensive or unwelcome
- may take more subtle forms such as gossip, rumours and/or social isolation
- includes:
  - Sexual harassment
  - Discrimination
  - Bullying
  - Cyberbullying

**Discrimination:**

- intentional or unintentional differential treatment
- imposes burdens, obligations, or disadvantages on specific individuals or groups, and/or
- withholds or limits access to opportunities, benefits and advantages available to other individuals

Protected characteristics under the Nova Scotia *Human Rights Act*.

age; race; colour; religion; creed; sex; sexual orientation; gender identity; gender expression; physical disability or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; family status; marital status; source of income; political belief, affiliation or activity; and an individual's association with another individual or class of individuals having characteristics referred to above.

**Bullying** is behavior, typically repeated, that is intended to cause or ought reasonably to be known to cause fear, intimidation, humiliation, distress or other harm to a person's body, feelings, self-esteem, reputation or property.

**Cyberbullying** is when someone uses technology (including, but not limited to social networking sites, emails, text messages, or the sharing of images) to bully someone else.

**Process under Policy**

- emphasis on informal resolution options
- if no resolution directly or with supervisor involvement, Harassment Reporting Form A
- Respectful Workplace Consultant may facilitate mediation and other informal processes
- if no resolution, there may be a Request for Formal Investigation (Form B)

**Policy Exemptions** (provided they are conducted in a professional manner):

- appropriate supervision and performance appraisal, including training, direction, instruction, evaluation, and counselling
- appropriate disciplinary action
- "Other routine interaction, including interpersonal conflicts or difficulties from time to time" (**however**, employees may contact the Respectful Workplace Consultant for assistance in these situations)