

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)