

HARASSMENT-FREE WORK/SCHOOL ENVIRONMENT

Organizational Commitment to Workplace Harassment and Violence Prevention

The Division is committed to preventing workplace harassment and violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace harassment and violence. Harassing or violent behaviour or threat of harassment or violence in the workplace is unacceptable. This commitment applies to all school community members, students, employees, board members, parents and legal guardians, school council members, volunteers, and contractors.

The Division is committed to eliminating or, if that is not reasonably practicable, controlling the hazards of harassment and violence. All school community members are obligated to uphold this commitment and to work together to prevent workplace harassment and violence.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Violence, whether at a work site or work-related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this commitment, we have put in place **Administrative Procedure 170, *Harassment-Free Work/School Environment***. It includes measures and procedures to protect workers from the hazards of harassment and violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns.

The Division will ensure the administrative procedure and supporting commitment appendix are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the procedure.

Supervisors will adhere to the administrative procedure and supporting commitment appendix. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with the administrative procedure and supporting commitment appendix. All workers are required to raise any concerns about workplace harassment and violence and to report any incidents or threats to the appropriate person.

The Division will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment and violence in a fair, respectful and timely manner.

The Division pledges to respect the privacy of all concerned as much as possible. The Division will not disclose the circumstances related to an incident of harassment or violence or the names of the parties involved (including the complainant, the person alleged to have committed the harassment or violence, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. The Division will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers will be penalized, reprimanded or in any way criticized when acting in good faith while following the administrative procedure and supporting commitment appendix for addressing situations involving workplace harassment and violence. This commitment to harassment and violence prevention, and all related administrative procedures do not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*, or any other law.