Northeastern Catholic District School Board

WORKPLACE HARASSMENT AND VIOLENCE PREVENTION	
Policy Number: H-2	**Authority: 24-116**

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) believes that every employee has the right to a safe, healthy, respectful, and inclusive workplace. The NCDSB is committed to fostering a culture of dignity, respect, civility, and accountability by taking reasonable measures to prevent workplace harassment and workplace violence, responding promptly to concerns and incidents, and continuously strengthening workplace health and safety.

REFERENCES

Education Act
Occupational Health and Safety Act
Workplace Violence in School Boards: A Guide to the Law
NCDSB Policy
H-1 Health and Safety
NCDSB Workplace Harassment Prevention Program
NCDSB Workplace Violence Prevention Program

DEFINITIONS

REPRISAL
Any direct or indirect act of retaliation, intimidation, threat, coercion, or adverse treatment against an individual for reporting a concern, participating in an investigation, or exercising a right under this policy in good faith.

WORKPLACE
Any location, physical or virtual, where employees perform work or work-related duties or functions on behalf of the Board, including Board facilities, Board-sponsored activities, work-related travel, and other locations where work is conducted.

WORKPLACE HARASSMENT
As defined in the *Occupational Health and Safety Act* including sexual harassment.

WORKPLACE VIOLENCE
As defined in the *Occupational Health and Safety Act.*

SCOPE

This policy applies to all employees of the Board and to volunteers, contractors, consultants, service providers, permit holders, and other individuals who perform work on behalf of, or at, the NCDSB. Workplace harassment or workplace violence may arise from interactions with employees, students, parents/guardians, visitors, contractors, or members of the public while carrying out Board-related work. The rights and responsibilities of students with respect to safe and respectful learning environments are addressed through other NCDSB policies, procedures, and legislative requirements.

POLICY REGULATIONS

1.0 Provide safe, healthy, respectful, and inclusive workplaces that promote dignity, civility, and psychological and physical safety.

2.0 Take reasonable measure to reduce the risk of workplace harassment and workplace violence through proactive leadership, risk assessment, education, and safe work practices.

3.0 Ensure that concerns, complaints, threats, and incidents of workplace harassment or workplace violence are reported, investigated, and addressed promptly, fairly, and confidentially.

4.0 Protect individuals from reprisal who report concerns, participate in investigations, or act as witnesses.

5.0 Promote shared responsibility for maintaining respectful workplaces by establishing clear expectations for employees, supervisors, managers, and the Board.

6.0 Review Workplace Harassment and Workplace Violence Prevention Programs in consultation with the Joint Health and Safety Committee, as prescribed by the *Occupational Health and Safety Act*.

7.0 Provide education and training consistent with legislative requirements.