



Policy: Respectful Workplace Policy

Policy Number: AE

Policy Type: Foundations and Basic Commitments

Policy

Hanover School Division believes in providing a safe and respectful work and learning environment for all students, parents, employees, contractors, vendors, and the general public so far as reasonably practicable. No one, whether a supervisor/manager, administrator, a staff member, a student, a contractor, a vendor or any member of the general public should be subjected to discrimination, harassment, sexual harassment, personal harassment, bullying (including cyberbullying), disrespectful or violent behaviour, for any reason, at any time. No one has the right to discriminate against, harass, bully, show disrespect or violence towards anyone else, at work/school or in any related situation.

Employees and students should be mindful of how their behavior impacts or affects others. Despite the intent, behaviour may be perceived as being abusive or unwelcome. Perception is relevant.

The policy applies to all employees and students of Hanover School Division including persons employed or contracted by Hanover School Division. The policy also applies to:

- Any location where the business of Hanover School Division is being carried out, and
- Other locations and situations such as during business travel, attendance at conferences, training seminars and job fairs, work-related social gatherings, all social media platforms or other locations where the prohibited behaviour may have a subsequent impact on the work relationship, environment or performance.

In Hanover School Division, diversity, justice and equality are valued. Hanover School Division will not tolerate or condone any type of behaviour which contravenes this policy and will take the necessary and appropriate action to address situations that occur which are a breach of this policy. A serious infraction which warrants disciplinary action may be considered grounds for suspension or dismissal.

It is the responsibility of every staff member to conduct him/herself in a manner consistent with this policy. A student, employee or member of the school community, who believes she/he is being harassed by a person in a position of authority, or by a coworker, or by any other person affiliated with the school division, should report the incident immediately following the guidelines below.

Guidelines for Reporting and Investigating a Complaint

1. If you are harassed, the first step is to tell the person to stop harassing you, either in person or in writing, should you feel comfortable doing so. If you do not feel comfortable, you can inform your Supervisor or the Workplace Health and Safety Designate (for that site), and they may:
 - i. Speak directly with the harasser; or
 - ii. Arrange for mediation, where a neutral third party helps the two parties reach an acceptable solution
2. If the first step is not appropriate or does not succeed, Hanover School Division supports employees in proceeding with a formal complaint. To ensure all applicable information is included, a Respectful Workplace Formal Complaint form is to be completed ([AE-A Complaint Form](#)). This signed complaint is to be forwarded to Human Resources in a sealed envelope marked Confidential. Human Resources will acknowledge receipt of the

complaint, determine whether the concern falls under the policy, and if so, whether a formal investigation or an informal process should be pursued.

3. If a formal investigation is required, Human Resources will coordinate a thorough and prompt investigation by an independent party who specializes in investigating such matters. Once the investigation is complete, a written report will be provided to Human Resources detailing the outcome of the investigation and any recommendations. Human Resources will inform both the person who filed the complaint and the alleged harasser of the result in a timely manner.
4. If the informal or formal investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser. If evidence is found, the incident and the corrective action will be recorded in the harasser's personnel file.

Confidentiality

Hanover School Division will not identify a complainant, an alleged harasser or any circumstances regarding a complaint, to anyone except:

- when it is necessary in investigating the complaint
- if it is part of the corrective action
- where required by law

The above is in accordance with Workplace Safety and Health Regulation 10.2(1):

- (a) every worker is entitled to work free of harassment;
- (b) the employer must ensure, so far as is reasonably practicable, that no worker is subjected to harassment in the workplace;
- (c) the employer will take corrective action respecting any person under the employer's direction who subjects a worker to harassment;
- (d) the employer will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is:
 - (i) necessary to investigate the complaint or take corrective action with respect to the complaint, or
 - (ii) required by law;
- (e) a worker has the right to file a complaint with the Manitoba Human Rights Commission;
- (f) the employer's harassment prevention policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

Date Policy Created:	May 20, 2008
Date of last Review:	November 7, 2023
Reference(s):	<ul style="list-style-type: none"> ● (Education Administration Act - MR 468/88) ● (Public Schools Act - 58.6, Education Administration Act - MR 77/05) ● Preventing Harassment in the Workplace - Safe Work Manitoba
Related Forms:	<p>A - Workplace Safety and Health Harassment Complaint Form</p> <p>B - Workplace Safety and Health Harassment Respondent's Response Form</p>