



## **POLICY – PO320**

### **Workplace Harassment Prevention**

Area: People & Culture

Source: Chief Human Resources Officer

Approved: November 12, 2007

Revised: September 26, 2016 (I); October 24, 2016; January 11, 2021; March 6, 2023; March 23, 2026

Reviewed: Annually

#### **1. Introduction**

The Durham Catholic District School Board (the “Board”) is a Catholic learning community committed to providing a work environment supportive of the dignity of each and every worker. The Board lives out this commitment consistent with the teachings of the Catholic Church. The Board acknowledges that all workers have the right to work in an environment that is free from harassment and discrimination.

#### **2. Definitions**

**Discrimination** (*Ontario Human Rights Commission*) – treating someone unfairly by either imposing a burden on them, or denying them a privilege, benefit or opportunity enjoyed by others, because of their race, citizenship, family status, disability, sex or other personal characteristics.

**Racism** (*OHRC Policy and Guidelines on Racism and Racial Discrimination*) – any distinction, conduct or action, whether intentional or not, but based on a person’s race, which has the effect of imposing burdens on an individual or group, not imposed upon others which withholds or limits access to benefits available to other members of society.

**Workplace** (*Occupational Health and Safety Act*) – any land, premises, location or thing at, upon, in or near which a worker works.

**Workplace Harassment** (*Occupational Health and Safety Act*) – engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome and includes workplace sexual harassment.

**Workplace Sexual Harassment** (*Occupational Health and Safety Act*) – engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, because of sex,

sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Worker** (*Occupational Health and Safety Act*) - any person included in the definition of “worker” under the *Occupational Health and Safety Act* including but not limited to regular, temporary, probationary employees, co-op students, contract employees and volunteers.

### **3. Purpose**

The purpose of this policy is to provide a framework that promotes and supports a working environment that is free from harassment and discrimination free working environment.

### **4. Application / Scope**

This policy applies to every worker of the Board.

### **5. Principles**

5.1 The Board recognizes that:

- 5.1.1 all forms of workplace harassment are inconsistent with and undermine the faith traditions, beliefs and teachings of the Catholic Church;
- 5.1.2 the climate of the workplace must be one that promotes and protects the dignity and self-worth of all workers and, to that end, all workers are entitled to work in an environment that is safe and free of workplace harassment;
- 5.1.3 all workers should expect and receive respect for themselves and their property; and
- 5.1.4 victims of any form of workplace harassment have a right to be supported by the provisions of legislation, Board policies and administrative procedures.

### **6. Requirements**

- 6.1 The Director of Education, or designate, shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.
- 6.2 The Board shall review this policy and related administrative procedure annually in consultation with the Joint Occupational Health and Safety Committee.
- 6.3 Every worker shall refrain from engaging in conduct that is in any way harassing, threatening or intimidating.
- 6.4 Nothing under this policy and its attendant administrative procedures shall impede

management from directing, supervising, assessing and evaluating worker conduct and performance in accordance with Board policies, administrative procedures and applicable collective agreements/terms and conditions of employment or service contracts.

- 6.5 All forms of workplace harassment including discrimination, racism, intimidation and threatening conduct, constitutes a breach of this policy and its attendant administrative procedure and is subject to disciplinary action that could result in dismissal.
- 6.6 Reprisals, including intimidation and threat against a complainant or witness are subject to disciplinary action that could result in dismissal.
- 6.7 Complaints shall be investigated, addressed and resolved through internal and external processes and in accordance with the administrative procedure attendant to this policy.

## **7. Sources**

- 7.1 [Occupational Health and Safety Act](#)
- 7.2 [Antiracism and Ethnocultural Equity in School Boards](#)
- 7.3 [Ontario Human Rights Code](#)
- 7.4 [Police/School Board Protocol](#)

## **8. Related Policies and Administrative Procedures**

- 8.1 [Workplace Harassment and Workplace Sexual Harassment Administrative Procedure \(AP320-1\)](#)