



APPENDIX A

Respectful Working and Learning Environment Harassment Prevention and Resolution

Rights and Responsibilities

Everyone has the right to work and learn in an environment that is free of unwelcome or intimidating behaviour that could create an unsafe and /or unhealthy environment and could interfere with job performance and ability to learn.

Responsibilities of all persons in Board learning/working environments

It is the responsibility of every person to create and contribute to a climate of understanding and mutual respect for the rights and dignity of each individual by:

- showing courtesy and self-discipline in actions and words;
- seeking informal problem solving of issues;
- respecting rules, regulations and practices that are in place which provide for safe and secure learning and working environments;
- demonstrating honesty, integrity and behaviours that are representative of a positive and supportive atmosphere;
- showing proper care and regard for Board property and for the property of others.

Responsibilities of the Board

- It is the responsibility of the District School Board Ontario to recognize the dignity and worth of every person and to provide for fairness and equal opportunities without discrimination
- It is a commitment of the District School Board Ontario North East to work towards the elimination of objectionable behaviour in our schools and workplaces.
- It is the duty of the District School Board Ontario North East to maintain an environment that is safe, nurturing and positive for all persons served by it.

By knowing your rights and responsibilities, you can stop WORKPLACE HARASSMENT. Anyone who feels that they are being subjected to objectionable behaviour has the right and responsibility to tell the individual concerned that the behaviour is offensive, unwelcome, and must cease. They also have the right to report the behaviour to someone in a position of authority who can facilitate resolution of the matter.

If you are experiencing harassing behaviour, contact your Principal, Manager/Supervisor, Superintendent of Schools, your site Health & Safety Representative, or the Board Health & Safety Coordinator.