



Date: February 28, 2024 **Agenda Item:** 7.1

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Lisa Lacroix, Associate Superintendent of Human Resources

Governance Policy: [Board Policy 110: Welcoming Inclusive, Safe and Healthy Environments](#)

Additional Reference: [Alberta Human Rights Act](#)
[Canadian Charter of Rights and Freedoms](#)
[Alberta Government: Harassment and Violence in the Workplace](#)
[Occupational Health and Safety Act](#)

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Supporting Effective Governance

Subject: **Board Policy 120: Harassment Policy**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees rescind *Board Policy 120: Harassment Policy* as recommended at the February 28, 2024 Public Board meeting.

Background:

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The Board, as elected officials of the community, provides overall direction and governance to the Division.

A review of *Board Policy 120: Harassment Policy* was conducted by Administration. Policies are intended to set the direction, goals and expectations at a higher level, guiding the Division towards its mission. *Board Policy 120* delves into operational details that are more appropriately addressed through an administrative procedure.

Board Policy 120: Harassment Policy was brought to the January 10, 2024, Committee of the Whole for a first reading. At that meeting, Trustees requested that the Policy be reviewed again at the February Committee of the Whole and that Administration ensure that the

definition of harassment be captured and volunteers be captured in a policy and/or procedure.

The current version of *Policy 110: Welcoming Inclusive, Safe and Healthy Environments* captures a governance statement for harassment. Policy 110, however, has been updated for Board consideration to include volunteers and is included in the February 28, 2024 Committee of the Whole agenda for Board review.

Board Policy 105, defines the Division's Vision, Mission and Values: "Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential".

A new Administrative Procedure, *AP717: Workplace Violence and Harassment* has been created. The primary purpose of this procedure is to uphold the commitment of the Board of Trustees to foster a learning and working environment free from violence and harassment as outlined in Policy 110. The AP establishes a comprehensive framework outlining the Division's stance against such acts and provides procedures to address them, emphasizing roles and responsibilities to ensure a safe and respectful environment.

The Associate Superintendent of Human Resources is responsible for maintaining this Administrative Procedure, which covers definitions of harassment, reprisal, violence and related terms. It establishes the Division's commitment to addressing workplace violence and harassment involving employees, students, parents, volunteers and members of the public.

The Superintendent or designate is tasked with ensuring that all employees receive training on recognizing workplace violence and harassment, training on appropriate responses and procedures for reporting. This information is essential for fostering a culture of awareness and proactive prevention. Clear reporting mechanisms are outlined, emphasizing the importance of promptly reporting any concerns related to school safety or unsafe situations. Alternative reporting options are provided to address situations where the designated recipient of harassment complaints is the alleged harasser.

This new AP describes the investigation procedures and the commitment to confidentiality. It explicitly prohibits reprisals against those who report incidents in good faith.

The Administrative Procedure, along with associated training practices, is subject to regular review and updates. Compliance is reinforced through legal references such as the Alberta Human Rights Act, the Canadian Charter of Rights and Freedoms, Alberta Government guidelines, and the Occupational Health and Safety Act.



Administration is prepared to respond to questions at the January 24, 2024, Public Board meeting.

Attachment(s):

1. Board Policy 120: Harassment Policy
2. New - Administrative Procedure 717: Workplace Violence and Harassment

Policy 120 – Recommendation to Rescind Policy and Replace with AP

Harassment Policy

1.0 POLICY

The Board of Trustees of Sturgeon Public Schools is committed to providing a harassment free learning and working environment for staff, students, volunteers and visitors to schools.

DEFINITION

1.1 The following definition deals with workers. Sturgeon Public Schools applies the same definition to treatment of students, volunteers, and visitors to schools.

1.1.1 “Harassment” – “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:

1.1.2.1 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

1.1.2.2 a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site;”

2.0 GUIDELINES

2.1 An employee, student, parent or volunteer who subjects a student, staff member, parent, volunteer to harassment may be subject to disciplinary action.

2.2 The Board of Trustees may take appropriate action against anyone whose conduct has resulted in harassment of students, employees, or representatives of the Board of Trustees.

2.3 This policy does not preclude an individual’s right to file an appeal with the Board of Trustees. This includes parental appeals on behalf of minors.

2.4 The Board of Trustees is committed to providing on going assistance to all employees, students and administrative personnel with respect to issues of personal and/or sexual harassment. This includes a comprehensive educational component about the Board of Trustees’ Harassment Policy.

2.5 The Superintendent is delegated the responsibility and authority to enact this Policy.

2.6 It is the responsibility of all Sturgeon Public Schools personnel, particularly administrators and supervisors, to take immediate and appropriate corrective action in all situations involving personal or sexual harassment complaints.

2.7 It is the responsibility of all supervisory personnel to make staff and students aware of this Policy.

2.8 Dealing with Harassment

2.8.1 Complainant's Responsibility - People who believe they have been the subject of harassment by a Sturgeon Public Schools employee, parent, student or volunteer should make their objection clearly known to the offender and/or the person in authority. While it is preferable that objections to harassment be voiced to the offender, it is not a prerequisite to filing a complaint.

2.8.2 Students can obtain advice and assistance regarding strategies designed to address peer harassment or teacher/student harassment by contacting a teacher, a counsellor or an administrator (for example, principal, and superintendent).

2.8.3 Any complaint must be filed within a reasonable time from the occurrence of the last incident. The Board of Trustees of Sturgeon Public Schools reserves the right not to deal with any complaint that is based on alleged incidents that occurred more than one (1) year prior to the date of the complaint or where, in the opinion of the Board of Trustees, the complaint is not under their jurisdiction.

2.9 Informal Resolution

2.9.1 An individual may choose to initiate action to resolve a harassment situation. Possible action could include some or all of the following:

2.9.1.1 The complainant may inform the harasser that the actions are unwelcome and must stop immediately.

2.9.1.2 The complainant may request the involvement of a colleague, administrator or supervisor to provide informal intervention towards an acceptable resolution of the situation.

2.9.1.3 The complainant should keep a record of incident(s) that lists dates, times, locations, possible witnesses, description of incident(s), personal response and outcome.

2.9.2 A complainant may wish to approach the situation with the assistance of the Associate Superintendent Human Resources or an assigned advisor.

2.9.2.1 The complainant may request oral or written support and/or intervention. The complainant must be prepared to share the nature and details of the complaint with the assigned advisor.

2.9.2.2 The advisor will consult with the complainant within ten (10) working days.

2.9.2.3 Subsequent to consultation and further exploration of case specifics, the advisor will make a recommendation within thirty (30) working days. If the complaint is not resolved, the parties may move to formal recourse.

2.10 Procedure for Formal Recourse (The investigation of allegations under this Policy must be impartial and objective.)

2.10.1 Allegation of harassment of a student by a student

2.10.1.1 When an allegation of harassment is made by one student against another, the matter will normally be resolved in accordance with Student Conduct Policy and Administrative Practices and the school's code of conduct or other regulations. When an investigation is required, it will be conducted as follows:

2.10.1.2 School Investigations

2.10.1.2.1 The Associate Superintendent Human Resources will inform the respondent that a complaint has been received.

2.10.1.2.2 The Associate Superintendent Human Resources will conduct an investigation, which may consist of personal interviews with the complainant, the respondent and others who might have knowledge of the incidents or circumstances that led to the complaint. The complainant and respondent and/or parent/guardian shall be contacted at an appropriate point during the investigation.

2.10.1.2.3 Upon completion of the investigation, the Associate Superintendent Human Resources shall communicate the results to both parties and where applicable, to parents/guardian.

2.10.1.2.4 If the school official believes the complaint is valid, the school official shall determine appropriate disciplinary actions.

2.10.2 Employee Investigation

2.10.2.1 The formal process of complaint may be pursued if the informal process does not resolve the situation or if the complainant or the Associate Superintendent Human Resources believes the formal process to be more appropriate.

2.10.2.2 The complainant must submit a formal complaint in writing to the Associate Superintendent Human Resources to commence a formal process.

2.10.2.3 For people with disabilities, communication problems or small children, alternative methods for filing a complaint, such as tape recorders, scribes, and so on, are acceptable.

2.10.2.4 Complainants are encouraged to file a complaint as soon as possible after the incident.

2.10.2.5 If at any point in the formal process consensus is reached that the informal approach is more appropriate, the formal process may be suspended.

2.10.2.6 If a formal investigation is deemed necessary, the Associate Superintendent Human Resources shall:

2.10.2.6.1 Advise the alleged harasser, in writing, of the nature and specifics of the allegations and that an investigation has been initiated and will inform the respondent of his or her rights under Board Policy, The Education Act and other relevant legislation.

2.10.2.6.2 Advise the complainant of the investigation.

2.10.2.6.3 Provide the respondent with a copy of the written complaint.

2.10.2.6.4 Advise both of the policies, procedures and guidelines which will be followed and make both parties aware of the Employee Assistance Program.

2.10.2.6.5 Interview the respondent, complainant and witnesses separately.

2.10.2.7 Investigation

2.10.2.7.1 The investigation shall be carried out by the Associate Superintendent Human Resources or designate. The complainant has the right to request that the investigation be of the same gender as themselves.

2.10.2.7.2 If the Associate Superintendent Human Resources is identified as the alleged harasser, the entire matter shall be directed to the Deputy Superintendent Education Services.

2.10.2.7.3 If the Deputy Superintendent Education Services is identified as the alleged harasser, the entire matter shall be directed to the Superintendent.

2.10.2.7.4 If the Superintendent is identified as the alleged harasser, the entire matter shall be directed to the Board of Trustees.

2.10.2.7.5 The standard of proof to be used in determining if a complaint has merit is based on a balance of probabilities.

2.10.2.7.6 The respondent will be given all the details related to the allegations.

2.10.2.7.7 The respondent is entitled to representation.

2.10.2.7.8 The respondent shall be provided with the evidence against him or her and shall be given a reasonable opportunity to be heard and reply to that evidence.

2.10.2.7.9 The investigation and report shall not contain or be influenced by information that is prejudicial, ill-founded or irrelevant, and findings of fact shall be based upon evidence, not assumptions.

2.10.2.7.10 The investigation shall not consider irrelevant information and will consider all relevant information.

2.10.2.7.11 The investigator shall forward a written report with the findings of the investigation and the recommendations to the Superintendent within thirty (30) working days

2.10.2.7.12 Based on recommendations and evidence in the report, the Superintendent shall take action that is consistent with Board policies and practice relating to employee discipline.

2.10.2.7.13 The Superintendent or designate will advise the complainant of the outcome of the investigation; action to redress will be taken as soon as possible. Appeals by either party must be made in writing to the Superintendent within ten (10) working days after the said action has been taken. It should be noted that extenuating circumstances may affect some of the time lines outlined in this document. Such circumstances will be documented and communicated to all parties involved as they arise.

2.10.2.7.14 Appropriate disciplinary action will be taken in the event of intentionally false, malicious or vindictive complaints.

2.10.2.7.15 The Superintendent shall assure that appropriate support services are set in place for the employee if the allegations of harassment are dismissed (Employee Family Assistance Program). The Superintendent shall also make appropriate support services available for victims of harassment (Employee Family Assistance Program).

2.11 Systemic Investigations

2.11.1 To ensure that schools are free from harassment, the Superintendent may decide to conduct an investigation in the absence of a specific complaint to address, resolve or prevent harassment in the work and/or learning environment.

2.11.2 The Superintendent could choose to do this under any of the following circumstances:

2.11.2.1 There is a pattern of inquiries and/or complaints over time that suggests the existence of a specific problem that has been identified but not corrected.

2.11.2.2 There is reason to believe that a broader, systemic problem exists in the work and/or learning environment that causes, contributes to, or encourages harassment.

2.11.2.3 An investigation does not support a complaint but there is reasonable evidence of a broader systemic problem.

2.11.3 Prior to proceeding with an independent investigation, a summary of the situation that explains why the investigation is being recommended even though there was no complaint will be drafted.

2.11.3.1 This summary, prepared by the Associate Superintendent Human Resources, will be presented to the Superintendent for consideration. When such an investigation is approved, the appropriate parties will be advised of the intent to conduct a systemic investigation, the reasons for initiating the investigation and the process/procedures that will be implemented.

2.11.3.2 In lieu of a systemic investigation, the Board of Trustees may also initiate activities to increase awareness of harassment and the effects on staff, students, parents and volunteers.

2.12 Confidentiality

2.12.1 Concerns or complaints received pursuant to these regulations shall be held in strict confidence between the complainant, respondent and others who may be required to be involved.

2.12.2 Information regarding the complaint is kept separate and secure from the employee's record of service file.

2.12.3 Any files involving allegations against a student shall be kept separate and secure from that student's official record.

2.12.4 Anyone who breaches confidentiality may be subject to disciplinary action.

2.12.5 Confidentiality of information is not the same as anonymity. The respondent is entitled to know the identity of the complainant and to receive a written copy of the complaint outlining the specifics of the allegation(s).

2.13 Record of Findings

2.13.1 If the allegation of harassment is found to be true following an investigation, the record of the investigation and final disposition will be kept in the employee's file or in the official student record file. After a period of three (3) years, the employee or student may request that all such material be removed from the file. The decision to remove the material is at the discretion of the Superintendent.

2.13.2 If the investigation fails to disclose evidence to support the allegation of harassment, no record of the complaint shall be retained in the respondent's record of service file.

2.14 Vindication

In the event that allegations are shown to be false, the respondent may require that a letter of vindication be included in his or her record of service file.

2.15 Protection Against Retaliation

Retaliation against the complainant for reporting personal and/or sexual harassment will not be tolerated. Any attempt at retaliation will be viewed as harassment and will be subject to the provisions of this Policy.

2.16 False Charges

2.16.1 If an investigation determines that complaints were made by an employee in an intentionally false, malicious or vindictive manner, appropriate disciplinary action, dismissal or legal action shall result.

2.16.2 Intentionally false, malicious or vindictive complaints made by a student shall result in disciplinary action and may include suspension or expulsion.

2.17 Allegations Regarding Others Concerns relating to harassment by someone other than an employee or student shall be handled on an individual basis. Advice may be sought from the Associate Superintendent Human Resources.

2.18 Appeal Process

2.18.1 Employees Employees who are not satisfied with action taken with respect to enforcement of this Policy are entitled to pursue the matter in the manner set forth as follows:

2.18.1.1 Matters that are covered either by the employee's collective agreement or employment practices and procedures may be pursued in accordance with the grievance or appeal procedure outlined in the appropriate collective agreement or employment practices and procedures document.

2.18.1.2 If the matter is not covered by a collective agreement or employment practices and procedures documents, an appeal may be made in writing to the Superintendent within ten (10) working days.

2.18.1.3 The Superintendent will respond within thirty (30) working days.

2.18.1.4 Either party has the right to seek civil or criminal redress through the courts or to file a complaint with their union, association or the Alberta Human Rights Commission.

2.18.2 Students Students who are not satisfied with action taken with respect to enforcement of this Policy are entitled to pursue the matter set forth as follows:

2.18.2.1 An appeal may be made in writing to the Superintendent or designate within ten (10) school days.

2.18.2.2 The Superintendent or designate will respond within thirty (30) school days.

2.19 Other Avenues of Recourse

2.19.1 This Policy does not affect an individual's right to file a complaint or to respond to a complaint with the Human Rights Commission or to seek other redress provided for by law. Complaints to the Alberta Human Rights Commission must be filed within one (1) year of the alleged incident or, in the case of a series of incidents, within one (1) year of the most recent incident.

2.19.2 It should also be noted that sexual and other forms of assault are covered under the Criminal Code of Canada and that police may be asked to investigate.

References:

Alberta Human Rights Act, 2018

Canadian Charter of Rights and Freedoms

Alberta Government: Harassment and Violence in the Workplace:

<https://www.alberta.ca/workplace-harassment-violence.aspx>

History

2019 Mar 27 Initial Approval

2021 Oct 27 Reviewed

Administrative Procedure 717

Workplace Violence and Harassment

Responsible Administrator: Associate Superintendent of Human Resources

Purpose

The Board of Trustees of Sturgeon Public School Division is dedicated to fostering a learning and working environment free from violence and harassment. This Administrative Procedure outlines the Division's stance against acts of violence and harassment involving employees, students, parents, volunteers, and members of the public. It establishes procedures for addressing workplace violence and harassment and clarifies roles and responsibilities to ensure a safe and respectful environment.

Process

The Associate Superintendent of Human Resources shall maintain this Administrative Procedure.

Definitions

Harassment: refers to any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person which the person knows or ought reasonably to know will or would cause offence, humiliation or adversely affect an employee's health and safety.

Harassment includes a sexual solicitation or advance and actions related to, 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, or sexual orientation.

Harassment excludes reasonable conduct by an employer or supervisor in managing employees or a work site.

Reprisal: denotes any act of retaliation, either direct or indirect.

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

Worksite: refers to a location where an employee is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used by an employee in an occupation.

Procedure

With respect to Training and Education:

1. The Superintendent or designate shall ensure that all employees receive training and education on workplace violence and harassment, including understanding their roles and responsibilities under this Administrative Procedure. This training shall cover, at minimum, the following topics:

1.1. Recognizing workplace violence and harassment.

1.2. Appropriate response to workplace violence and harassment, including seeking assistance.

1.3. Procedures for reporting, investigating, and documenting incidents of workplace violence and harassment.

2. A copy of this Administrative Procedure shall be made publicly available through the Division website.

With respect to Reporting

3. Employees must promptly report any concerns related to school safety, unsafe or harmful situations at a worksite, that they are aware of, or is likely to occur to their supervisor, the Superintendent or designate or the Associate Superintendent of Human Resources. Reports made to a supervisor shall be communicated to the Superintendent or the designate.

4. Alternative reporting mechanisms shall be accessible to employees when the designated recipient of harassment complaints is the alleged harasser.

4.1 Should the respondent be the direct supervisor the matter should be referred to the Associate Superintendent of Human Resources.

4.2 Should the respondent be the Associate Superintendent of Human Resources the matter should be referred to the Deputy Superintendent of Education Services.

5. Appropriate assistance shall be extended to any employee who is the victim of violence or harassment, including referring them to a healthcare professional if necessary and informing them of the Employee Family Assistance Program.

6. Employees who are at risk of domestic violence in the workplace are encouraged to notify their immediate supervisor and the Associate Superintendent of Human Resources.

Consideration for an Informal Practice:

7. Employees who experience violence and/or harassment can take the following actions without fear of reprisal:

7.1. Express their concerns to the alleged offender verbally or in writing, requesting the unwelcome behavior or action cease immediately. The complainant may seek the assistance of a third party.

7.2. Discuss the situation with the respondent's supervisor, the alleged victim's supervisor, or the Associate Superintendent of Human Resources.

7.3 Carefully record details of the incident and identify witnesses to the conduct.

7.4 Employees are not required to engage in the informal process before filing a formal complaint and may switch to the formal complaint process at any time during the informal procedure.

Consideration for a Formal Practice:

8. An employee is subject to violence and/or harassment may file a written complaint with their school administrator or site supervisor. If the respondent is the direct supervisor or school administrator, the complaint should be brought to the attention of the Associate Superintendent of Human Resources. No correspondence related to the complaint will be placed in the complainant's personnel file.

8.1. The formal complaint must be in writing and include:

8.1.1. Date and time of each reported incident.

8.1.2. The nature of the violence or harassment.

8.1.3. Names of individuals involved in the incident.

8.1.4. Names of witnesses.

8.1.5. A full description of the incident.

9. Upon receiving a written complaint, the Superintendent or designate shall conduct a thorough investigation.

9.1. Employees shall not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunity for lodging a complaint when they genuinely believed they were the subject of violence, harassment, or the threat of violence in the workplace.

Investigation Procedures:

10. Investigations shall be conducted as promptly as possible by the Superintendent or designated authority and shall include:

10.1. Informing the respondent of the complaint.

10.1.1 A copy of the complaint detailing the complaint's allegations shall be provided to the respondent and shall explain that the respondent may reply to the complainant's allegations in writing.

10.1.2 The reply shall be made known to the complainant before the case proceeds.

10.2 Interviewing the complainant, individuals involved in the incident, and identified witnesses.

10.3. Interviewing any other persons with knowledge of the incident.

10.4 Taking statements from all parties involved in the incident.

11. If necessary, the Superintendent or designate may employ outside assistance or request the use of legal counsel.

12. The Superintendent or designate shall take all measures to prevent any unnecessary disclosure of the incident and the identities of the parties.

Disposition of the Complaint:

13. Following the investigation the Superintendent or designate will determine the complaint is substantiated. If the investigation finds that violence and/or harassment have occurred, a written report of the remedial action will be given to the affected employees, as appropriate.

14. If the complainant decides not to file a formal complaint, senior management may decide to file a formal complaint based on the investigation of the incident, against the alleged offender.

15. The Superintendent or designate shall retain investigation reports for a minimum of two years after the incident.

Systematic Harassment

16. Regardless of whether a complaint has been made, when concerns about a worksite or school environment are brought to the attention of the Superintendent or designate, the Superintendent may direct a systemic review of the worksite or school.

Regarding Fraudulent or Malicious Complaints:

17. Unfounded, frivolous, or fraudulent allegations of violence and/or harassment can cause significant harm to the respondent, the Division, or the Division's staff. Therefore, if the Superintendent or designate determines that an employee knowingly has made false statements regarding an allegation of workplace violence or harassment, immediate disciplinary action including possible dismissal shall be taken.

Regarding Confidentiality:

18. All records of violence or harassment and subsequent investigations are considered confidential and strictly prohibited from being disclosed to anyone except as required by law.

19. In cases where criminal proceedings are forthcoming, the Superintendent or designate shall assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

20. The Superintendent or designate shall take all necessary measures to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

20.1. The Superintendent or designate shall protect this privacy so long as doing so remains consistent with the enforcement of this Administrative Procedure and adherence to the law.

20.2. Neither the name of the person reporting the facts nor the circumstances surrounding them shall be disclosed to anyone unless such disclosure is necessary for an investigation or disciplinary action.

Reprisal:

21. This Administrative Procedure prohibits reprisals against individuals who, acting in good faith, report incidents of workplace violence and/or harassment or act as witnesses. The Superintendent or designate shall take reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence and/or harassment.

Disciplinary Measures:

22. If the Superintendent or designate determines that an employee has been involved in harassing or violent behaviour or unacceptable conduct towards another employee, immediate disciplinary action shall be taken. Disciplinary measures may include counselling, formal warnings, and other disciplinary actions, and could include possible immediate dismissal without further notice.

Employee Roles and Responsibilities:

23. All employees are personally accountable and responsible for complying with this Administrative Procedure. Employees are expected to make every effort to prevent and eliminate violence and/or harassment in the work environment and to promptly report a problem or incident when observed or reported to them.

24. Any employee who has been a victim of, or is at potential risk of domestic violence, is encouraged to inform human resources if they believe that the aggressor may attempt to contact them at work. The Division shall take all reasonable precautions to protect the employee from domestic violence that has followed them into the workplace.

With respect to Colleagues:

25. An employee who witnesses violence or harassment in the workplace concerning a colleague should:

25.1. Inform the victim that, in the opinion of the employee, violence or harassment was witnessed and is unacceptable.

25.2. If the victim does not perceive themselves as a victim of violence or harassment, the incident should be considered closed.

25.3. If comfortable, the employee may inform the alleged offender that their actions are unacceptable.

25.4. Encourage the victim to report the incident to their school administrator or site supervisor.

With respect to School Administration and Site Supervisors:

26. School administrators and site supervisors are legally responsible for creating and maintaining a violence and harassment free workplace.

27. School administrators and/or site supervisors shall enforce this Administrative Procedure and ensure its consistent application in the daily operations of the Division.

28. School administrators and/or site supervisors shall address potential problems in the workplace before they escalate, supporting the employee without bias and documenting offensive actions.

29. If a school administrator and/or a site supervisor becomes aware of violence and/or harassment in the workplace, and fails to address it, they may be named as co-respondents in a complaint and may be liable in legal proceedings.

Review:

30. This Administrative Procedure and its associated training procedures shall be reviewed and updated as necessary, including after an incident of violence or harassment occurs or upon recommendation from the Joint Worksite Health and Safety Committee or representative or at least every three years.

Special Circumstances:

31. If an employee has a legal court order such as a restraining order or “no-contact” order against another individual, they are encouraged to notify their supervisor, and provide a copy of that order to the human resources department. This action may be necessary if the employee believes the aggressor may attempt to contact them at work, in direct violation of the court order. Such information shall be kept confidential.

32. If any visitor at the workplace is seen with a weapon, known to possess one, or makes a verbal threat or assault against an employee or another individual, employee witnesses must immediately contact the police, emergency response services, their immediate supervisor, and the human resources department.

References:

[Policy 105: Vision, Mission and Values](#)

[Policy 110: Welcoming Inclusive, Healthy and Safe Environments](#)

[Administrative Procedure 711: Welcoming Inclusive, Safe and Healthy Environments](#)

[Alberta Human Rights Act](#)

[Canadian Charter of Rights and Freedoms](#)

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