



Policy Section: **Personnel/Employee Matters**

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Policy Name: Respectful Working and Learning Environment: Conflict Prevention and Resolution

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Policy Statement

The Keewatin-Patricia District School Board is committed to providing a working and learning environment in which all individuals are treated with respect and dignity. The Board has Policy and Procedures to deal with Human Rights Complaints. It is further recognized that, beyond the provisions of the Ontario Human Rights Code, every individual has an equal right to learn and work in an environment that is free from objectionable behaviour.

Rationale

Every student, employee, trustee, parent and community member has the right to equal treatment and to learn and work in an environment free of objectionable behaviour.

This Policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments and of responsiveness to the damaging effects of objectionable behaviour. Procedures have been developed to ensure that workplace disputes attributed to objectionable behaviour are dealt with expeditiously.

Scope

The Policy on Respectful Working and Learning Environment: Conflict Prevention and Resolution applies to all Board employees, trustees and other users such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors, and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This Policy also covers objectionable behaviour by such persons which is proven to have repercussions that adversely affect the Board’s learning/working environment.

The rights of students to a respectful working and learning environment, free from objectionable behaviour, are dealt with under other appropriate policy, legislation or regulations including but not limited to the Education Act and other Board policies and procedures (including but not limited to) the Board’s Code of Conduct or Safe Schools policies.

Cross Reference:

Policies:

207, Trustee Code of Conduct; 208, Governance 321, Safe and Supportive Schools
 322, Code of Conduct 330 Character Development
 329, Progressive Discipline and Promoting Positive Student Behaviour
 332, Accessibility Standards for Customer Service
 503, Equity and Inclusive Education
 706, Employee Code of Conduct 709, Workplace Harassment
 710, Attendance Support; 711, Workplace Violence

Procedures:

708, Respectful working & Learning Environment: Conflict Prevention & Resolution
 709, Workplace Harassment; 706, Employee Code of Conduct

Date Adopted: Nov 14/06
 Date Revised: May 13/08; Oct 12/10; June 14/11; Nov 10/15; Mar 6/18;

Review by: 2022

Definitions

1. Objectionable Behaviour

Objectionable behaviour, is often but not always, persistent, ongoing vexatious conduct or communication in any form, of attitudes, beliefs or actions towards an individual or group which might reasonably be known to be unwelcome. A single act or expression can constitute objectionable behaviour, for example, if it is a serious violation or it is from a person in authority. Objectionable behaviour may be either subtle or blunt. It can take the form of intimidation or threats. Examples of objectionable behaviour may include, but are not limited to: intimidation, verbal abuse or threats including yelling, screaming or offensive language, excluding or isolating people from worksite activities, undermining responsibility, assigning impossible or meaningless tasks unrelated to their work, deliberately inconveniencing particular staff members, withholding information essential to do a task properly, or spreading malicious rumours.

Objectionable behaviour is not the normal exercise of supervisory responsibilities, including training, direction, instruction, performance appraisal, counselling and discipline.

Improper use of authority or position to undermine, sabotage or otherwise interfere with the career of an employee or academic success of a student can constitute objectionable behaviour.

2. Working and Learning Environment

The working and learning environment is any place where employees, students and other users perform work or work-related duties or functions. Schools and school-related activities, such as extracurricular activities and excursions, comprise this environment, as do Board offices and facilities. Conferences and training sessions fall within the scope of this policy. Utilization of technology is also included (fax, e-mail, telephone, mailboxes, social media).

Cross Reference:

Policies:

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Guidelines

1. Duties and Responsibilities

An educational community is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All persons in its learning/working environment will:

- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect the rights of others;
- show proper care and regard for Board property and for property of others;
- demonstrate honesty and integrity; and
- respect the need of others to work in an environment of learning and teaching.

The Keewatin-Patricia District School Board has a duty to maintain an environment respectful of human rights and free of objectionable behaviour for all persons served by it. It must be ever vigilant of anything that might interfere with this duty. The Board expects that all persons in its learning/working environment will:

- be aware of and sensitive to issues of objectionable behaviour;
- support individuals who are, or have been targets of objectionable behaviour;
- prevent objectionable behaviour through training;
- take all allegations of objectionable behaviour seriously and respond promptly;
- provide positive role models; and
- not demonstrate, allow or condone behaviour contrary to the Policy, including reprisal.

The Human Resources Department has the responsibility to designate resources for ensuring the implementation of and compliance with these Procedures.

Supervisory and managerial personnel, including school administrators and field supervisors, have a specific duty to implement the Procedures. This duty includes the prevention of and the response to objectionable behaviour, the education of staff, and the school community.

Cross Reference:

Policies:

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322, Code of Conduct 330 Character Development
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2. Reporting Complaints

All those who are covered by this Policy have a right to report objectionable behaviour and are entitled to have access to the dispute resolution processes. Every attempt should be made to resolve matters through an informal resolution. The first step is for the person who has been offended to verbally inform the individual that their behaviour is unwelcome and must stop immediately. Many disputes can be resolved quickly and effectively using this approach. In order to stop objectionable behaviour, supervisory and managerial personnel must address and attempt to resolve disputes in a timely fashion. (See Procedure 708, Respectful Working & Learning Environment under procedures on the kpsdsb website for the Complaint Form)

Cross Reference:

Policies:

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