

O.E.C.T.A. O.T. LETTER OF UNDERSTANDING #6

Procedure Regarding The Harassment Of Teachers By Members Of The Community At Large

a. Statement of Commitment:

The inherent right of all individuals to be treated with dignity and respect is central to Catholic values and Christian beliefs. The Dufferin-Peel Catholic District School Board is a Catholic educational community and is therefore committed to the creation of a working and teaching environment which fosters mutual respect for the dignity and well being of all employees and recognizes that every employee has a fundamental right to a workplace free from harassment.

All persons working for the Board or carrying out Board business on a temporary, part time or full time basis are covered by this policy. The policy also applies to elected officials, members of Board committees and volunteers.

b. What is Workplace Harassment of Teachers By Members of The Community at Large?

Such harassment may include incidents involving unwelcome behaviour which he or she knows or should know is unwelcome.

This harassment may include but is not limited to:

- Unwanted comments, interferences or suggestions;
- Various forms of intimidation and aggressive behaviour;
- Verbal and emotional abuse;
- "Bullying" - which is an attempt to undermine an individual through criticism, intimidation, hostile verbal and non-verbal communication and interfering actions.

It should be noted that all teachers are governed by the Ontario College of Teachers' Standards of Practice and the Teaching Profession Act section 18(1).

c. Workplace Defined:

For the purposes of this policy, the workplace includes locations where activities related to the business of the Board take place. These include:

- Activities within offices, staff rooms, classrooms, cafeterias/lunch rooms and other Board property;
- Events associated with and including co-instructional and extra-curricular activities;

- Situations outside of Board operated premises e.g. Field trips, external work assignments, work related conferences, training sessions, travel or social gatherings;
- Situations in other locations where workplace harassment may have a subsequent impact on the work relationship, performance or environment;

d. Complaint Procedures:

In the case of a complaint under this policy, an individual should utilize the following resolution process:

1. Speak directly to the person involved in the alleged harassment.
2. Tell the person calmly but firmly that the behaviour is unwelcome and must stop. Inform the person you are making note of the concern identified.
3. Record the details surrounding the incidents including times, dates, places, names of witnesses, if any and the circumstances surrounding the incident.
4. If the harassment continues, contact the principal to request assistance in providing resolution options.
5. Contact OECTA for advice.
6. If the harassment continues a meeting may be held with the individual and may include administration, teachers and other staff as required. The results of the meeting should be shared with the teacher involved.
7. If the harassment continues, the following options are available:
(Not Rank Ordered)
 - An "Access to Property" letter to the individual;
 - A meeting with the individual, Principal and Superintendent;
 - A letter issued by the OECTA unit President to the member identifying their legal options and copied to the individual;
 - A letter issued by the Board legal counsel or OECTA legal counsel;
 - Police involvement;
 - Grievance procedure;
 - Human Rights complaint;
 - Employee Relations Department involvement;

e. References:

- The Occupational Health and Safety Act - Section 25
- The Safe Schools Act
- The Education Act