

**POLICY COMMITTEE MEETING**  
**AGENDA**

Date: Tuesday, September 8, 2020  
 Time: 7:00 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

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|   | <b>Pages</b> |
|---|--------------|
| <b>1. Call to Order</b>   |              |
| 1.1 Opening Prayer (B. Agnew)   |              |
| <b>2. Approvals</b>   |              |
| 2.1 Approval of Agenda  |              |
| 2.2 Approval of Minutes (June 9, 2020)  | 1 - 6        |
| <b>3. Declarations of Conflict of Interest</b>  |              |
| <b>4. Action Items</b>  |              |
| 4.1 Policy I-19 Occupational Health and Safety (J. O'Hara)  | 7 - 10       |
| 4.2 Policy III- 05 Employee Assault (J. O'Hara)   | 11 - 14      |
| 4.3 Policy III-15 Workplace Violence (J. O'Hara)  | 15 - 20      |
| 4.4 Policy III-16 Workplace Discrimination and Harassment (J. O'Hara)   | 21 - 27      |
| <b>5. Discussion Items</b>  |              |
| 5.1 Policy II-40 Bullying Prevention and Intervention (N. Guzzo)  |              |
| <b>6. Information Items</b>   |              |
| 6.1 Administrative Procedure VI-04 Complaints Resolution Process - Workplace Discrimination Harassment Violence (J. O'Hara) | 28 - 31      |
| 6.2 Upcoming Agenda Items (October 13, 2020)  |              |
| 6.2.1 Policy I-02 Records and Management Information Policy (P. Daly; M. Grysiuk)   |              |
| 6.2.2 ~Rescind~ Policy I-16 Records Management Under MFIPPA (P. Daly; M. Grysiuk)   |              |
| 6.2.3 Policy I-22 Admission to Schools Elementary and Secondary (P. Daly)   |              |

- 6.2.4 Policy II-34 Participation in Programs and Courses of Study in Catholic Religious Education (L. Naar)
- 6.2.5 Policy III-12 Academic Promotion (J. O'Hara; P. Daly)
- 6.2.6 Information Items
  - 6.2.6.1 Administrative Procedure VI-09 (A) - Religious Education Course Reimbursement (L. Naar)
  - 6.2.6.2 Administrative Procedure VI-09 (B) Religious Education Masters Reimbursement (L. Naar)

**7. Miscellaneous Information**

- 7.1 2020-2021 Policy Committee Work Plan (P. Daly) 32 - 33
- 7.2 2020-2021 Policy Working Group Committee Members (P. Daly)

**8. In Camera**

**9. Motion to Excuse Absent Committee Members**

**10. Motion to Adjourn/ Closing Prayer (P. DeRosa)**

**POLICY COMMITTEE MEETING MINUTES**

Date: June 9, 2020  
 Time: 7:00 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

Board Office Attendance N. Guzzo, Chair  
 B. Agnew, Trustee  
 P. Daly, Director of Education  
 A. Swinden, Manager, Strategic Communications  
 B. Cripps, Senior Manage, IT Services

Trustees Present P. DeRosa T. O'Brien  
 (Electronically) M. Duarte J. O'Hearn-Czarnota  
 V. Iantomasi D. Caratao (Student Trustee)  
 H. Karabela D. Suan (Student Trustee)  
 P. Murphy

Staff Present S. Balogh, Superintendent of Education, School Services  
 (Electronically) A. Prkacin, Superintendent of Education, Curriculum Services  
 L. Murray, Manager, Library Services  
 R. DiPietro, Executive Assistant, Director of Education

Recording Secretary J. Neuman

**1. Call to Order**

**1.1 Opening Prayer (P. Murphy)**

The meeting began at 7:00 p.m. with a prayer led by P. Murphy.

**2. Approvals**

**2.1 Approval of Agenda**

**P#62/20**

**Moved by:** M. Duarte

**Seconded by:** H. Karabela

**That,** the agenda be approved.

**CARRIED**

**2.2 Approval of Minutes (May 12, 2020)**

**P#63/20**

**Moved by:** V. Iantomasi

**Seconded by:** T. O'Brien

**That,** the minutes of the Policy Committee Meeting held on May 12, 2020 be approved, as amended.

Items 4.6, 4.3 and 5.1 were discussed.

The Chair called for a vote. **P#63/20 CARRIED**

*Post Note: Upon review of the recording of the meeting, for Item 4.3 Ms. Pinelli presented the policy along with her report, and there was no discussion. The vote to move this policy to the June 9, 2020 Board meeting for approval was unanimous. Item 5.1, regarding the working committee, also remains unchanged; however, it is worth noting, the spirit of the conversation was to use the term that is in the bylaws, which is 'working staff committee'. The May 12, 2020 Policy Committee Meeting minutes will remain as they are.*

**3. Declarations of Conflict of Interest**

There were no Conflicts of Interest.

#### 4. Action Items

##### 4.1 Policy I-06 Delegations to the Board (P. Daly)

**P#63/20**

**Moved by:** V. Iantomasi

**Seconded by:** B. Agnew

**That,** the Policy Committee recommends that Policy I-06 Delegation to the Board, be forwarded, along with amendments, to the June 16, 2020 Regular Board Meeting for approval.

Director Daly noted the policy has no changes, other than the addition of the reference to MFIPPA, at this time and that the policy may be reviewed, at a later date, due to bylaw discussions.

There was no discussion.

The Chair called for a vote. Recommendation **P#63/20 CARRIED.**

| In favour                | Opposed | Abstain | Absent              |
|--------------------------|---------|---------|---------------------|
| B. Agnew                 |         |         | J. O'Hearn-Czarnota |
| P. DeRosa                |         |         |                     |
| H. Karabela              |         |         |                     |
| T. O'Brien               |         |         |                     |
| V. Iantomasi             |         |         |                     |
| D. Caratao (Non-binding) |         |         |                     |
| D. Suan (Non-Binding)    |         |         |                     |
| P. Murphy                |         |         |                     |
| M. Duarte                |         |         |                     |

##### 4.2 Policy I-28 Electronic Meetings (P. Daly)

**P#64/20**

**Moved by:** B. Agnew

**Seconded by:** M. Duarte

**That,** the Policy Committee recommends that Policy I-28 Electronic Meetings, be forwarded, along with amendments, to the June 16, 2020 Regular Board Meeting for approval.

P. Daly noted that there were minor changes throughout to be a more accurate reflection of the Education Act, by replacing "pupil representatives" to "student trustees". An email from the Ministry of Education was noted as part of the action report.

There was no discussion.

The Chair called for a vote. Recommendation **P#64/20 Carried.**

| In favour                | Opposed | Abstain | Absent              |
|--------------------------|---------|---------|---------------------|
| B. Agnew                 |         |         | J. O'Hearn-Czarnota |
| P. DeRosa                |         |         |                     |
| H. Karabela              |         |         |                     |
| T. O'Brien               |         |         |                     |
| V. Iantomasi             |         |         |                     |
| D. Caratao (Non-binding) |         |         |                     |
| D. Suan (Non-Binding)    |         |         |                     |
| P. Murphy                |         |         |                     |
| M. Duarte                |         |         |                     |

##### 4.3 Policy I-26 Student Trustees on the Halton Catholic District School Board (P. Murphy, D. Caratao)

**P#65/20**

**Moved by:** P. Murphy

**Seconded by:** V. Iantomasi

**That**, the Policy Committee recommends that Policy I-26 Student Trustees on the Halton Catholic District School Board, be forwarded to the June 19, 2020 board meeting for approval to be forwarded for Stakeholder Feedback to be reviewed at the September 8, 2020 Policy Committee Meeting.

P. Murphy introduced D. Caratao who shared his reasoning for making the changes to the policy in order to engage more students in the process for electing student trustees.

C. McGillicuddy shared his observations and recommendations regarding the changes to the policy and noted that he surveyed other local school boards regarding their best practice regarding elections of student trustees. It was noted that if passed the policy could not be put into effect until the 2022-2023 election in February 2022. Trustees were asked to consider budget and staffing requirements to make the proposed changes. It was noted that Staff are not in agreement with the removal of the letter of endorsement by a parish priest.

Discussion ensued.

Questions regarding identified student representation; student council elections, student senate appointment, and student trustee election process; representation of student voice; suggestions for improvements to elections; costs; clarification of process for candidate selection; equity of votes for smaller schools; the plan to roll out the inclusion of grade 8 students in voting; demographics; clarification to remove a letter of endorsement from their parish priest were asked and answered.

**P#65/20 (Amendment)**

**Moved by:** B. Agnew

**Seconded by:** V. Iantomasi

**That**, the policy be deferred to the September Policy Committee Meeting in order to review recommendations from Staff, review costs of the current proposed changes to the policy and refer to SEAC regarding the development of a Special Education student representative.

Discussion ensued regarding endorsement by parish priest or system/school chaplain; deferral of the policy; stakeholder feedback; exercising democratic process; and community consultation process.

The Chair called for a vote. Recommendation **P#65/20 (Amendment) FAILED.**

| In favour                | Opposed     | Abstain | Absent              |
|--------------------------|-------------|---------|---------------------|
| V. Iantomasi             | P. DeRosa   |         | J. O'Hearn-Czarnota |
| D. Caratao (Non-binding) | H. Karabela |         |                     |
| D. Suan (Non-Binding)    | T. O'Brien  |         |                     |
| P. Murphy                | M. Duarte   |         |                     |
| B. Agnew                 |             |         |                     |
| N. Guzzo                 |             |         |                     |

D. Caratao and P. Murphy shared final remarks with the committee.

C. McGillicuddy recommended if the policy passes that trustees consider phasing in the changes and be mindful of realistic timelines and implementation, and reiterated Staff objection to change in endorsement requirement to include school chaplain or board chaplain.

The Chair asked P. Murphy and D. Caratao to consider rescinding the action item the policy to September meeting with suggested changes for staggered implementation.

Discussion ensued.

**P#66/20**

**Moved by:** P. Murphy

**Seconded by:** B. Agnew

**That**, the main motion be withdrawn.

The Chair called for a vote. Recommendation **P#66/20 FAILED.**

| In favour                | Opposed      | Abstain | Absent              |
|--------------------------|--------------|---------|---------------------|
| P. Murphy                | T. O'Brien   |         | J. O'Hearn-Czarnota |
| D. Suan (Non-Binding)    | V. Iantomasi |         |                     |
| D. Caratao (Non-binding) | H. Karabela  |         |                     |
| B. Agnew                 | M. Duarte    |         |                     |
| N. Guzzo                 | P. DeRosa    |         |                     |

Staff recommendations were presented to the trustees for review. Questions for clarification were asked and answered.

The Chair asked for a consensus on the recommendations to the policy put forward by C. McGillicuddy.

P. DeRosa requested a recorded vote.

Discussion ensued.

The Chair called for a vote. There was no consensus.

| In favour                | Opposed      | Abstain | Absent              |
|--------------------------|--------------|---------|---------------------|
| B. Agnew                 | P. DeRosa    |         | J. O'Hearn-Czarnota |
| P. Murphy                | H. Karabela  |         |                     |
| D. Caratao (Non-binding) | T. O'Brien   |         |                     |
| D. Suan (Non-Binding)    | V. Iantomasi |         |                     |
| N. Guzzo                 | M. Duarte    |         |                     |

Discussion ensued regarding an addition to the special education student inclusion in student senate.

The Chair passed the gavel at 9:15 p.m. to B. Agnew.

**P#67/20**

Moved by: N. Guzzo

Seconded by: P. Murphy

**That**, the policy, as presented, be deferred pending review and recommendation from SEAC as it pertains to representation by a Special Education student on the Student Senate.

The Chair called for a vote. Recommendation **P#67/20 FAILED.**

| In favour                | Opposed      | Abstain | Absent              |
|--------------------------|--------------|---------|---------------------|
| P. Murphy                | T. O'Brien   |         | J. O'Hearn-Czarnota |
| Guzzo                    | H. Karabela  |         |                     |
| D. Suan (Non-Binding)    | V. Iantomasi |         |                     |
| D. Caratao (Non-binding) | M. Duarte    |         |                     |
|                          | P. DeRosa    |         |                     |

B. Agnew passed the gavel back to N. Guzzo at 9:20 p.m.

The Chair returned to the main motion. Recommendation **P#65/20 FAILED.**

| In favour                | Opposed      | Abstain | Absent              |
|--------------------------|--------------|---------|---------------------|
| P. Murphy                | P. DeRosa    |         | J. O'Hearn-Czarnota |
| D. Suan (Non-Binding)    | H. Karabela  |         |                     |
| D. Caratao (Non-binding) | T. O'Brien   |         |                     |
| B. Agnew                 | V. Iantomasi |         |                     |
| N. Guzzo                 | M. Duarte    |         |                     |

The Chair thanked D. Caratao for his work on the policy.

**4.4 Policy II-25 Selection of Learning and Library Materials (A. Prkacin)**

**P#68/20**

**Moved by:** B. Agnew

**Seconded by:** P. Murphy

**That,** the Policy Committee recommends that Policy II-25 Selection of Learning and Library Materials, be forwarded, along with amendments, to the June 16, 2020 Regular Board Meeting for approval.

A Prkacin shared the changes to the policy.

Discussion ensued.

Questions for clarification regarding Ministry guidelines; clarification of Bishops’ role in curriculum; ICE and CCC lists of recommended reading; committee membership structure; why equity and inclusive education policy and procedure are included in the Associated Policies and Procedures were asked and answered.

It was recommended to include the phrase Catholic teachings and values in the last bullet of the Principles.

The Chair called for a vote. Recommendation **P#67/20 FAILED**

| In favour                | Opposed      | Abstain | Absent              |
|--------------------------|--------------|---------|---------------------|
| B. Agnew                 | P. DeRosa    |         | J. O’Hearn-Czarnota |
| P. Murphy                | T. O’Brien   |         |                     |
| D. Caratao (Non-binding) | V. Iantomasi |         |                     |
| D. Suan (Non-Binding)    | M. Duarte    |         |                     |
| N. Guzzo                 | H. Karabela  |         |                     |

**4.5 Policy IV-02 Outdoor Facility Maintenance and Security (R. Merrick)**

**P#69/20**

**Moved by:** B. Agnew

**Seconded by:** T. O’Brien

**That,** the Policy Committee recommends that Policy IV-02 Outdoor Facility Enhancements, Maintenance and Security, be forwarded to the June 16, 2020 Regular Board Meeting for approval.

R. Merrick noted that there were not changes to the policy.

There was no discussion.

The Chair called for a vote. Recommendation **P#69/20 CARRIED.**

| In favour                | Opposed | Abstain | Absent              |
|--------------------------|---------|---------|---------------------|
| B. Agnew                 |         |         | J. O’Hearn-Czarnota |
| H. Karabela              |         |         |                     |
| T. O’Brien               |         |         |                     |
| V. Iantomasi             |         |         |                     |
| D. Caratao (Non-binding) |         |         |                     |
| D. Suan (Non-Binding)    |         |         |                     |
| P. Murphy                |         |         |                     |
| M. Duarte                |         |         |                     |
| P. DeRosa                |         |         |                     |

**4.6 Policy V-16 Copyright, Visual Identity, and Intellectual Property Protection (A. Swinden)**

**P#70/20**

**Moved by:** T. O’Brien

**Seconded by:** P. DeRosa

**That,** the Policy Committee recommends that Policy V-16 Copyright, Visual Identity, and Intellectual Property Protection, be forwarded, along with amendments, to the June 16, 2020 Regular Board Meeting for approval.

A. Swinden shared the changes to the policy.

There was no discussion.

The Chair called for a vote. Recommendation **P#70/20 CARRIED**

| In favour                | Opposed      | Abstain | Absent              |
|--------------------------|--------------|---------|---------------------|
| B. Agnew                 | V. Iantomasi |         | J. O'Hearn-Czarnota |
| P. DeRosa                |              |         |                     |
| H. Karabela              |              |         |                     |
| T. O'Brien               |              |         |                     |
| D. Caratao (Non-binding) |              |         |                     |
| D. Suan (Non-Binding)    |              |         |                     |
| P. Murphy                |              |         |                     |
| M. Duarte                |              |         |                     |

## 5. Discussion Items

There were no discussion items

## 6. Information Items

**6.1 Administrative Procedure VI-34 Fencing at Board Sites (R. Merrick)**

**6.2 Administrative Procedure VI-87 Playground Installations (R. Merrick)**

R. Merrick shared there were no changes to the procedures.

Questions regarding the procedures were asked and answered.

## 7. Miscellaneous Information

**7.1 2019-2020 Policy Work Plan (S. Balogh)**

S. Balogh shared the 2019-2020 Policy Work Plan with the Policy Committee as information

## 8. In Camera

There were no In-Camera items.

## 9. Motion to Excuse Absent Committee Members

**P#71/20**

**Moved by:** B. Agnew

**Seconded by:** H. Karabela

**That, Trustee J. O'Hearn-Czarnota be excused.**

## 10. Motion to Adjourn/ Closing Prayer (P. DeRosa)

**P#72/20**

**Moved by:** P. DeRosa

**Seconded by:** M. Duarte

**That, the meeting adjourn.**

P. DeRosa closed meeting with prayer at 9:40 p.m.

## Motion to Excuse Absent Committee Members

**P#73/20**

**Moved by:** P. DeRosa

**Seconded by:** M. Duarte

**That, Student Trustee M. Bhambra be excused.**

The meeting adjourned.



|  |                 |
|--|-----------------|
| Policy I-19 Occupational Health and Safety | <b>Item 4.1</b> |
| September 8, 2020                          |                 |

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-19 Occupational Health and Safety* as recommended by staff.

### Commentary

The Occupational Health and Safety Act Section 25 (j) states that School Boards are required to “prepare and review at least annually a written Occupational Health and Safety Policy” and Section 25 (k) requires the employer to post a copy of the policy in a conspicuous location in the workplace.

The Occupational Health and Safety Policy must include the employer’s commitment to preventing occupational illness and injury in the workplace as well as their responsibility to implement and maintain a safe and healthy work environment. The policy must also include supervisor and worker responsibility statements as they pertain to health and safety in the workplace. Supervisors have the responsibility to ensure that safe and healthy work conditions are maintained in their work areas. Workers have the responsibility to work safely and in accordance with both legislated and employer procedures.

As per legislated requirements, this policy will be reviewed, revised if necessary and dated within a twelve (12) month period. Copies will be provided to each site and supervisors will be responsible for posting the policy annually in a conspicuous location in the workplace.

The Executive Officer of Human Resources and Human Resources Services Management staff have reviewed the policy and recommend that apart from minor housekeeping, there are no changes to the policy for the 2020-2021 school year.

The revised *Policy I-19* is attached for review and consideration by the Policy Committee.

## Recommendation

The following recommendation is presented for the consideration of the Board:

*Moved by:*

*Seconded by:*

***That***, the Policy Committee recommends that Policy 1-19 Occupational Health and Safety, be forwarded to the September 15, 2020 Regular Board Meeting for approval.

Report Prepared by:

J. O'Hara  
Executive Officer, Human Resources Services

Report Submitted by:

P. Daly  
Director of Education and Secretary of the Board

|   |   |
|---|---|
| <b>Occupational Health &amp; Safety</b>   |   |
| <b>Adopted:</b><br>September 26, 1995   | <b>Last Reviewed/Revised:</b><br>September 17, 2019 |
| <b>Next Scheduled Review:</b> 202 <del>1</del> -202 <del>20</del> -202 <del>1</del>   |   |
| <b>Associated Policies &amp; Procedures:</b><br><a href="#">VI-79 Indoor Air Quality Investigation Process</a><br><a href="#">VI-92 Roof Access Procedures</a><br><a href="#">II-12 Management of Aggressive Student Behaviours Within Our Schools</a><br><a href="#">III-15 Workplace Violence</a><br><a href="#">III-16 Workplace Discrimination and Harassment</a><br><a href="#">VI-04 Complaints Resolution Process - Workplace Discrimination/Harassment/Violence</a> |   |

## Purpose

The Halton Catholic District School Board is dedicated to providing a safe working environment for its workers/employees. All workers/employees of the Board must be committed to an objective of reducing the risk of injury and illness.

## Application and Scope

This policy applies to all workers/employees within the jurisdiction of the schools of the Halton Catholic District School Board.

## Principles

It is in the best interest of all workers/employees to consider health and safety in every activity. Commitment to health and safety must form an integral part of the Halton Catholic District School Board and its workers/employees.

## Requirements

- The Halton Catholic District School Board is committed to taking every reasonable precaution for the protection of all workers/employees.
- The Halton Catholic District School Board is responsible for providing adequate training for workers/employees in their specific work tasks to protect their health and safety.

- Supervisors at all levels will be accountable for the health and safety of workers/employees under their supervision.
- Supervisors at all levels are responsible to ensure that machinery, equipment and work methods are safe and that workers/employees perform their duties in compliance with legislation and established safe work practices and procedures.
- Supervisors shall advise a worker/employee of the existence of any potential or actual danger to the health and safety of the worker/employee of which the supervisor is aware.
- Supervisors shall take every reasonable precaution for the protection of workers/employees.
- Workers/supervisors must receive adequate training in their specific work tasks to protect their health and safety.
- Every worker/employee must protect her or his own health and safety by working in compliance with the legislation and with safe work policies, procedures and practices established by the Board.
- Workers/employees are required to report, immediately, unsafe or unhealthy situations to their immediate supervisor or designate.
- This policy will be reviewed on an annual basis and posted in all Board locations in accordance with the Occupational Health and Safety Act.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*

|                                |          |
|--------------------------------|----------|
| Policy III-05 Employee Assault | Item 4.2 |
| September 8, 2020              |          |

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy III-5 Employee Assault* as recommended by staff.

### Commentary

For the purpose of this policy, assault is defined as an act of intentional force applied to an individual; where one attempts or threatens by an act or gesture to apply force to another person; or caused the other person to believe upon reasonable grounds that the person issuing the threat has the ability to effect his/her purpose. This policy applies to all forms of assault, including sexual assault and assault with a weapon. Reference: Section 265, Criminal Code. Any attempt by a teacher or employee to restrain a student/individual from harming himself/herself or others is not governed by this policy.

The Executive Officer of Human Resources and Human Resources Services Management staff have reviewed the policy and recommend that apart from minor housekeeping, no changes to the policy for the 2020-2021 school year.

The revised *Policy III-05 Employee Assault* is attached for review and consideration by the Policy Committee.

### Recommendation

The following recommendation is presented for the consideration of the Board:

|   |
|---|
| <p style="text-align: center;"><i>Moved by:</i></p> <p style="text-align: center;"><i>Seconded by:</i></p> <p><b><i>That, the Policy Committee recommends that Policy III-05 Employee Assault, be forwarded to the September 15, 2020 Regular Board Meeting for approval.</i></b></p> |
|---|

Report Prepared by: J. O'Hara  
Executive Officer, Human Resources Services

Report Submitted by: P. Daly  
Director of Education and Secretary of the Board

|  |   |
|--|---|
| <b>Employee Assault</b>  |   |
| <b>Adopted:</b><br>June 25, 1991   | <b>Last Reviewed/Revised:</b><br>September 19, 2017 |
| <b>Next Scheduled Review:</b> <del>2021-2022</del> 2018-2019   |   |
| <b>Associated Policies &amp; Procedures:</b><br><a href="#">VI-04 Complaints Resolution Process Workplace Discrimination/Harassment/Violence</a><br><a href="#">II-12 Management of Aggressive Student Behaviours Within Our Schools</a> |   |

## Purpose

Employees shall be supported by the Board in situations arising from an assault upon their persons sustained in the performance of their duties.

## References

[Criminal Code](#)

## Definitions

For the purpose of this policy, assault is defined as an act of intentional force applied to an individual; where one attempts or threatens by an act or gesture to apply force to another person; or caused the other person to believe upon reasonable grounds that the person issuing the threat has the ability to effect his/her purpose. This policy applies to all forms of assault, including sexual assault and assault with a weapon. Reference: Section 265, Criminal Code. Any attempt by a teacher or employee to restrain a student/individual from harming himself/herself or others is not governed by this policy.

## Requirements

Where an employee has suffered an assault, the following steps are to be followed by the principal or supervisor:

- the assailant is to be removed immediately from the presence of the employee;
- the employee is to receive medical attention if warranted;

- the employee, or if necessary, a colleague, shall inform the principal or supervisor who shall inform the school Superintendent or Executive Officer, Human Resources Services that an assault has taken place;
- the supervisor or principal shall move to restore the environment to normalcy and conduct an immediate investigation into the assault. An Incident Report Form shall be completed and filed with the Superintendent of Schools or Executive Officer, Human Resources Services. Copies distributed as required;
- where the assailant is a student, the principal shall take appropriate action under the Education Act and the Safe Schools Policy and Procedures.
- where the investigation establishes that the assailant is a person other than a student at that school, or where the assault is perpetrated by an adult or student and is of a serious nature in terms of bodily harm, as defined above, or if requested, the principal shall alert the police to investigate;
- the principal or supervisor shall forward a written summary of the assault to the school superintendent or to the Executive Officer, Human Resources Services and shall furnish the employee with a copy of the summary and a copy of any other reports pertaining to the assault.

**DUTY TO COMMUNICATE:**

All principals must review this policy and associated *Administrative Procedure VI-04 Complaint Resolution Process* on an annual basis with staff at the start of each school year. The principal must ensure that all teaching and support staff in the building who may have been absent on the day of the review of the policy, review the policy and procedure at a later date.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
Chair of the Board



|                                  |                 |
|----------------------------------|-----------------|
| Policy III-15 Workplace Violence | <b>Item 4.3</b> |
| September 8, 2020                |                 |

**Purpose**

To provide for the consideration of the Policy Committee revisions to *Policy III-15 Workplace Violence* as recommended by staff.

**Commentary**

The Occupational Health and Safety Act, 2010 states that school boards are required to review annually, and revise if necessary, its policy on Workplace Violence.

The Executive Officer of Human Resources and Human Resources Services Management staff have reviewed the policy and recommend that apart from minor housekeeping, no changes to the policy for the 2020-2021 school year.

The revised *Policy III-15 Workplace Violence* is attached for review and consideration by the Policy Committee.

**Recommendation**

The following recommendation is presented for the consideration of the Board:

|  |
|--|
| <p style="text-align: right;"><i>Moved by:</i></p> <p style="text-align: right;"><i>Seconded by:</i></p> <p><b><i>That, the Policy Committee recommends that Policy III-15 Workplace Violence be forwarded to the September 15, 2020 Regular Board Meeting for approval.</i></b></p> |
|--|

**Report Prepared by:**

J. O'Hara  
Executive Officer, Human Resources Services

**Report Submitted by:**

P. Daly  
Director of Education and Secretary of the Board

|   |   |
|---|---|
| <b>Workplace Violence</b>   |   |
| <b>Adopted:</b><br>June 29, 2010  | <b>Last Reviewed/Revised:</b><br>September 17, 2019 |
| <b>Next Scheduled Review:</b> 2021- <del>20220-2021</del>   |   |
| <b>Associated Policies &amp; Procedures:</b><br><a href="#">VI-04 Complaints Resolution Process: Workplace Discrimination/ Harassment/Violence</a><br><a href="#">III-05 Employee Assault</a><br><a href="#">II-39 Progressive Discipline and Safety In Schools</a><br><a href="#">VI-44 Progressive Discipline and Safety in Schools</a> |   |

## Purpose

To ensure that the environment of the Halton Catholic District School Board in which its employees work and its students learn is free of workplace violence as defined under the *Occupational Health and Safety Act*.

## Application and Scope

This policy applies to all Board employees, trustees and other users of the Board’s facilities, such as members of consultative committees, 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 workplace violence by such persons which are proven to have repercussions that adversely affect the Board’s learning and working environment.

The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviours.

## References

[Occupational Health and Safety Act](#)

[Education Act](#)

[Ontario Schools Code of Conduct](#)

## Definitions

**Workplace Violence** - Workplace Violence means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and
- c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

**Workplace** - The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the scope of this policy.

## Principles

The Halton Catholic District School Board is committed to providing a safe working environment in which all employees are treated with respect and dignity, safe from violence and harassment.

It is the policy of the Board to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ, the Board's Mission and Vision Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments.

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act*.

## Requirements

### 1. Information and Instruction with Respect to Workplace Violence:

- a) The Board will provide an employee with,
  - i. information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
  - ii. any other prescribed information or instruction.
- b) The information provided to an employee may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if,
  - i. the employee can be expected to encounter that person in the course of his or her work; and

- ii. the risk of workplace violence is likely to expose the employee to physical injury.
- c) The Board will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

## **2. Domestic Violence:**

- a) The Board will take every reasonable precaution to protect an employee from domestic violence, if aware, that is likely to expose an employee to physical injury that may occur in the workplace.

## **3. Assessment of the Risks of Workplace Violence:**

- a) The Board will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- b) The Board will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.
- c) The assessments and reassessments shall take into account:
  - i. circumstances that would be common to similar workplaces;
  - ii. circumstances specific to the workplace; and
  - iii. any other prescribed elements.
- d) Circumstances that would be common to schools of the Board are:
  - i. the existence of potential risks due to interactions with the public, students, parents and employees; and
  - ii. the existence of protocols between the Board and the police force on its territory.
- e) Circumstances specific to a school are:
  - i. the school safety plan;
  - ii. the provisions of the lockdown plan of the school;
  - iii. the relationship between the school and the local police.
- f) The Board shall advise the local committee or the local health and safety representative of the results of the assessment and reassessment, and provide a written copy to same.
- g) If there is no local committee or the local health and safety representative, the Board will advise the employees of the results of the assessment and reassessment and, if the assessment or reassessment is in writing, will provide written copies on request.

## **4. Program to Implement the Policy with Respect to Workplace Violence:**

- a) The Board will develop and maintain a program to implement the policy with respect to workplace violence.
- b) Without limiting the generality of paragraph a) above, the program will;

- i. include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 3, as likely to expose an employee to physical injury;
- ii. include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
- iii. include measures that employees must take and procedures that they must follow to report incidents of workplace violence to the Board or their supervisor;
- iv. set out how the Board will investigate and deal with incidents or complaints of workplace violence, then subsequently act in a fair and timely manner; and
- v. include any prescribed elements.

**5. Posting of the Policy:**

- a) The policy and procedures concerning workplace violence will be posted in a conspicuous place at the workplace.

**6. Review of the Policy:**

- a) The Board will review the policy with respect to workplace violence as often as is necessary, but at least annually.

**7. Duties of the Supervisor:**

The supervisor will advise an employee of the existence of any potential or actual danger to the health and safety of the employee of which the supervisor is aware, or ought to be aware, including personal information, related to a risk of workplace violence from a person with a history of violence behaviour if,

- a) the employee can be expected to encounter that person in the course of his or her work; and
- b) the risk of workplace violence is likely to expose the employee to physical injury.

**8. Duties of the Board:**

The Board will inform and communicate with the appropriate Union leader should a threat or act of serious and/or violent nature be made towards one of its members.

**9. Duties of the Employee:**

The employee shall advise the Board or the supervisor of any incident or risk of workplace violence of which he or she is aware.

**10. Reprisal:**

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.



**Policy No. III-15** | Workplace Violence

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APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_

*Chair of the Board*

|   |          |
|---|----------|
| Policy III-16 Workplace Discrimination and Harassment | Item 4.4 |
| September 8, 2020                                     |          |

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy III-16 Workplace Harassment and Discrimination* as recommended by staff.

### Commentary

*Policy III-16 Workplace Discrimination and Harassment* is reviewed on an annual basis. The Ontario Occupational Health and Safety Act requires that employers implement specific workplace harassment policies and procedures and ensure that incidents and complaints of workplace harassment are properly investigated. Similarly, the Ontario Human Rights Code requires employers to ensure the workplace is free from harassment on a number of prescribed and prohibited grounds.

The Executive Officer of Human Resources and Human Resources Services Management staff have reviewed the policy and recommend that apart from minor housekeeping, no changes to the policy for the 2020-2021 school year.

The revised *Policy III-16 Workplace Discrimination and Harassment* is attached for review and consideration by the Policy Committee.

### Recommendation

The following recommendation is presented for the consideration of the Board:

|   |
|---|
| <p>Moved by:</p> <p>Seconded by:</p> <p><b>That</b>, the Policy Committee recommends that <i>Policy III-16 Workplace Discrimination and Harassment</i> be forwarded to the September 15, 2020 Regular Board Meeting for approval.</p> |
|---|

### Report Prepared by:

J. O'Hara  
Executive Officer, Human Resources Services

### Report Submitted by

P. Daly  
Director of Education and Secretary of the Board

|  |   |
|--|---|
| <b>Workplace Discrimination and Harassment</b>   |   |
| <b>Adopted:</b><br>June 29, 2010   | <b>Last Reviewed/Revised:</b><br>September 17, 2019 |
| <b>Next Scheduled Review:</b> 202 <del>1</del> -202 <del>20</del> -2021  |   |
| <b>Associated Policies &amp; Procedures:</b><br><a href="#">VI-04 Complaints Resolution Process Workplace Discrimination/Harassment/Violence</a><br><a href="#">I-36 Trustee Code of Conduct</a><br><a href="#">I-43 Use of Technology and Digital Citizenship</a><br><a href="#">VI-62 Use of Technology and Digital Citizenship</a><br><a href="#">II-39 Progressive Discipline &amp; Safety in Schools Code of Conduct - Suspensions &amp; Expulsions</a><br><a href="#">VI-44 Progressive Discipline and Safety in Schools</a> |   |

## Purpose

To uphold Halton Catholic District School Board's commitment to providing an environment free of discrimination and harassment for all its employees, stakeholders and students, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

The Workplace Discrimination and Harassment Policy is guided by the Ontario Human Rights Code and the Occupational Health and Safety Act.

## Application and Scope

This policy applies to all Board employees, trustees and other users of the Board's facilities, such as members of consultative committees, 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 addresses workplace harassment and discrimination from all sources including third parties, supervisors, employees, students, parents and members of the public.

The rights of students to a respectful working and learning environment, free from discrimination and harassment, are protected under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviours.

This policy applies to the workplace. The Board's workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the scope of this policy.



## References

[Human Rights Code](#)

[Occupational Health and Safety Act](#)

[Education Act](#)

[Ontario Schools Code of Conduct](#)

## Definitions

**Protected Grounds of Discrimination** - Protected grounds as set out in applicable human rights legislation (Human Rights Code Part I Section 5 (1)).

**Discrimination** - Discrimination includes, but is not limited to, a differential act, system or behaviour which differentiates between individual or groups, imposes a disadvantage or withholds an advantage on the basis of any protected ground in the Ontario Human Rights Code (The Code). It may involve direct actions, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people.

### **Workplace Harassment -**

- 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, or
- workplace sexual harassment.

Harassment typically involves a pattern of comment or conduct that occurs over time. However, a single incident or a serious nature may be sufficient to constitute harassment.

Harassment may include slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing. Harassment can be verbal, visual, by conduct, or in the written word.

### **Workplace Sexual Harassment -**

- engaging in a course of vexatious comment or conduct against a worker in a workplace 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.

**Examples of discrimination or harassment or sexual harassment include (but are not limited to):**

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground

- Display or distribution of offensive or racist pictures, graffiti or other derogatory material.
- Singling out a person for humiliating or demeaning “teasing” or jokes because they are a member of a Code-protected group
- comments about a person’s dress, speech or other practices that may be related to their sex, race, gender identity or creed.
- Sexual advances or requests for sexual favours which are known or ought reasonably to have been known by the person making the advances to be unwelcome.
- Sexually oriented remarks or behaviours which are known or ought reasonably to have been known by the person making the remarks and/or engaging in the behaviour to be unwanted or unwelcome.
- The display of sexually explicit or exploitative pictures, cartoons or jokes within the Board premises or on Board property or the telling of jokes of a sexual nature.

However, the standard exercise of supervisory responsibilities, including training, evaluation, counseling, and discipline when warranted, does not constitute workplace discrimination or harassment.

## Principles

The Halton Catholic District School Board expects that conduct in its workplaces shall be in accordance with the gospel values of Jesus Christ, the Goals of Education and the Board’s Mission Statement.

The Halton Catholic District School Board is committed to providing a learning and working environment that is safe and inclusive of the needs and well-being of the individual employee and student.

The Board will not tolerate, condone or ignore any workplace discrimination or harassment.

Where any employee of the Board is found to have violated this Policy, they may be disciplined, up to and including termination of employment.

## Requirements

### **1. Information and Instruction with Respect to Workplace Discrimination and Harassment:**

- a) The Board will provide employees with,
  - i. Information and training that is appropriate for employees on the contents of the policy and program with respect to workplace discrimination and harassment; and
  - ii. Any other prescribed information

## 2. Procedure to Implement the Policy with Respect to Workplace Discrimination and Harassment:

- a) The Board has developed a procedure to implement the policy with respect to workplace harassment. Refer to *Administrative Procedure VI-04 Complaints Resolution Process - Workplace Discrimination Harassment Violence* for more information.
- b) Without limiting the generality of paragraph a) above, the procedure includes:
  - i. Measures and procedures for employees to report incidents of workplace discrimination or harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser;
  - ii. How incidents or complaints of workplace discrimination or harassment will be investigated and dealt with;
  - iii. How information obtained about an incident or complaint of workplace discrimination or harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for investigating, taking corrective action, or by law; and
  - iv. How an employee who has allegedly experienced workplace discrimination or harassment and the alleged harasser (if an employee of the Board) will be informed of the results of the investigation and of corrective action that has been, or will be taken.

## 3. Dissemination of the Policy:

The policy and procedures concerning workplace discrimination and harassment will be posted at a visible place in the workplace.

The Director of Education, through Human Resources will ensure that new employees receive a copy of this policy and ensure that it will be highlighted at orientations for new principals and supervisors and at parent meetings.

All principals must review this policy and associated ~~ation~~ Administrative Procedure VI-4 Complaints Resolution Process on an annual basis with all staff at the start of each school year. The principal must ensure that all teaching and support staff in the building who may be absent on the day of the review of the policy, review the policy and procedure as soon as possible.

## 4. Review of the Policy:

- a) The Board will review the policy with respect to workplace harassment as often as is necessary, but at least annually.

## 5. Duties of the Supervisor:

The Board strives 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 and sensitive to issues of harassment;

- Support individuals who are, or have been targets of harassment;
- Prevent harassment through training;
- Take all allegations of harassment seriously and respond promptly;
- Provide positive role models; and not demonstrate, allow or condone behaviour contrary to the policy, including reprisals.

## **6. Role and Responsibilities:**

All employees of the Board are expected to uphold and abide by this policy and maintain an environment respectful of human rights and free of discrimination and harassment for all persons served by it.

The Board will investigate and deal with all complaints or incidents under this policy in a fair and timely manner. Information about a complaint or incident will not be disclosed except to the extent necessary to protect workers; to investigate the complaint or incident; to take corrective action; or as otherwise required by law.

All employees, and in particular, principals, managers and supervisors have the additional responsibility to act immediately on observations or allegations of discrimination or harassment and should address potential problems before they become serious. All employees are encouraged to report workplace harassment and discrimination to the appropriate person.

## **7. Reprisal:**

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace discrimination or harassment, participate in an investigation and/or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

## **8. Complaints:**

All employees have a right to claim and enforce their right to a workplace free of discrimination and harassment and are entitled to have access to the complaint procedures. Every attempt should be made to resolve matters through an information resolution. In order to resolve workplace harassment, supervisory and managerial personnel must address and attempt to resolve complaints under this policy and procedure in a timely fashion and keep records of complaints and any subsequent response or action taken. Refer to *Administrative Procedure VI-04 Complaints Resolution Process - Workplace Discrimination Harassment Violence* for more information.

## **9. Attendant Procedures:**

The Director of Education shall establish administrative procedures relative to the complaint process in collaboration with Human Resources Services.

The Executive Officer, Human Resources Services shall be responsible for implementing and monitoring this policy and its attendant administrative procedures.



APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*

|  |  |
|--|--|
| <b>Complaints Resolution Process: Workplace Discrimination/ Harassment/Violence</b>  |  |
| <b>Adopted:</b><br>October 27, 2000  | <b>Last Reviewed/Revised:</b><br>September 3, 2019 |
| <b>Next Scheduled Review:</b> 2022-2023  |  |
| <b>Associated Policies &amp; Procedures:</b><br><a href="#">III-05 Employee Assault</a><br><a href="#">III-15 Workplace Violence</a><br><a href="#">III-16 Workplace Discrimination and Harassment</a> |  |

## Purpose

To provide a clear and standard procedure for processing and addressing workplace discrimination/ harassment/ violence complaints in accordance with Board Policies. ▽

## Application and Scope

This complaint process applies to all personnel working within the jurisdiction of the Halton Catholic District School Board, to all students in attendance in schools under the Board’s jurisdiction and to all visitors, guests and volunteers in the Board’s schools.

## References

[Human Rights Code](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Occupational Health and Safety Amendment Act \(2009\)](#)

## Requirements

### A. Complaint Process:

The following procedure is designed to give assurance that workplace discrimination/ harassment/ violence will not be tolerated, to allay fears of retaliation and to provide assurances that persons accused of harassment will be dealt with through a fair process:

1. An individual reporting alleged workplace discrimination/ harassment/violence has the right to bypass the informal resolution process and proceed directly to the formal complaint process.
2. Because of the sensitive nature of any complaint under this process, throughout the investigative procedure, every reasonable effort will be made by all parties concerned to respect the confidential nature of the information, subject to the obligations of the Board to carry out its' investigation and to comply with the legal requirements of the Human Rights Code.
3. All information collected under these procedures will be dealt with in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Occupational Health and Safety Act (2009).
4. The Executive Officer, Human Resources Services is available to provide information, counselling and/or advice to employees on a confidential basis regarding the application of the harassment procedures or to clarify other options available to an employee seeking to resolve a complaint of harassment.

**B. Informal Resolution of Complaints:**

1. Where an individual feels that he/she has been the victim of workplace discrimination/ harassment/violence contrary to the Human Rights Code and the Occupational Health and Safety Act (2009), he/she is first encouraged to make known to the person who is the source of the harassment, either verbally or in writing, that such conduct is unwelcome.
2. In the event this proves unsuccessful, or circumstances are such that the person, i.e. "the complainant" does not feel comfortable confronting the person who is the source of the incident ("the respondent"), then the complainant may discuss the situation with a principal, supervisor, manager, Executive Officer, Human Resources Services or another administrator.
3. The complainant should maintain detailed, dated accounts setting out times, locations, witnesses and details of the harassment, in connection with each incident. However, failure to do so will not preclude the use of these procedures.

**C. Formal Complaint Procedure:**

1. The complainant will commence the formal complaint process by providing the Executive Officer, Human Resources Services a formal written statement setting out the allegations of the harassment, including dates and places. A separate list of witnesses where possible, should be provided. (This list of witnesses, in normal circumstances, should not be disclosed to the respondent).
2. The Executive Officer, Human Resources Services will meet with the respondent to provide him/her with a copy of the written complaint, together with a copy of this complaint procedure, at the earliest opportunity or such longer period as the Executive Officer, Human Resources Services may deem to be reasonable. (The respondent will also be asked to

supply a list of witnesses, which, under normal circumstances, will not be disclosed to the complainant).

3. Following the receipt of the respondent's written response, the Executive Officer, Human Resources Services will meet once more, with the complainant to review the response and to obtain the complainant's comments.
4. Following these meetings, the Executive Officer, Human Resources Services will meet with any witnesses or other persons, whether or not named by the complainant and/or the respondent, who the Executive Officer, Human Resources Services, feels may be able to contribute to the investigation.
5. At the conclusion of the investigation, the Executive Officer, Human Resources Services will meet, individually with the complainant and the respondent to review the results of the investigation. During this review, the Executive Officer, Human Resources Services will disclose the substance of what the witnesses have said; however, the names of witnesses will not be provided unless the Executive Officer, Human Resources Services determines such disclosure is necessary for the context of the evidence to be understood. Both the complainant and the respondent will be given a final opportunity for input and response at this stage. Such input may be given orally or may be provided in writing within five (5) days of the meeting or such further period as the Executive Officer, Human Resources Services deems reasonable.
6. Following final input from the complainant and the respondent, the Executive Officer, Human Resources Services will attempt, within ten (10) working days, or as soon as circumstances permit, to reach a determination of whether or not the behaviour of the respondent constituted harassment and he/she will provide his/her final report to the Director of Education together with any recommendations, if appropriate.
7. In the event it is concluded that harassment did not occur, this finding will be conveyed to both the complainant and the respondent in writing and, where appropriate to the witnesses who were interviewed. No record of the finding will be placed in the respondent's file. No disciplinary action will be taken against the complainant unless it is determined that the complaint has been made maliciously and deliberately to harass the respondent or to abuse this policy. The results of the investigation will be maintained in a confidential file to be kept by the Executive Officer, Human Resources Services, containing the documentation of the investigation together with his/her report.
8. If it is determined that the respondent's behaviour did constitute harassment, and it is determined that a disciplinary response is appropriate, the Board's normal disciplinary policies and procedures will be followed. The documentation of the investigation, together with the Executive Officer, Human Resources Services report will be maintained in the confidential file to be kept by the Executive Officer, Human Resources Services containing the documentation of the investigation together with his/her report. The complainant and the respondent will be advised in writing of the outcome of the investigation and the corrective action(s) taken.



9. If it is determined that the harassment did occur, but that a non-disciplinary response is more appropriate in the circumstances, such action will be taken and a notation of such will be placed in the respondent's file. The documentation of the investigation, together with the Executive Officer, Human Resources Services report will be maintained in the confidential harassment file maintained by him/her. The complainant will be apprised of the report at the earliest opportunity.

9.

**D. Alternates and Exceptions:**

1. In the event the Executive Officer, Human Resources Services is unable to carry out his/her obligations under this policy, the Director of Education may appoint another person to perform the role and may extend the time periods as deemed appropriate.
2. The Executive Officer, Human Resources Services may with the approval of the Director designate another person including an external consultant or counsel to assist in conducting the investigation.
3. In the event that the Executive Officer, Human Resources Services is named as the respondent in a harassment complaint, the complaint will be made directly to the Director of Education and the Director of Education or his/her designate will carry out the investigation according to the procedures set out above.
4. In the event that the Director of Education is named as the respondent in the complaint, the complaint will be made directly to the Chair of the Board of Trustees who shall designate a supervisory officer or external consultant or counsel to carry out the investigation and to report back to the Chair with the results of the investigation.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

**Policy Committee Work Plan  
2020-2021**

| Policies for Consideration by the Policy Committee                                   | Action to be Taken |        |        |         | Referred to Board                   |                               |           | Start Date ~ Stakeholder Consultation | End Date ~ Stakeholder Consultation | Follow-up Review by Policy Committee | Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading | Website Updated | Next Review (School Year) |
|--|--------------------|--------|--------|---------|-------------------------------------|-------------------------------|-----------|---------------------------------------|-------------------------------------|--------------------------------------|---|-----------------|---------------------------|
|  | Establish          | Review | Revise | Rescind | Approved at 1 <sup>st</sup> Reading | Approved/ Approved as Amended | Rescinded |                                       |                                     |                                      |   |                 |                           |
| <b>September 8, 2020</b>   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| Procedural By-Laws   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-19 Occupational Health and Safety  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| III-05 Employee Assault  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| III-15 Workplace Violence  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| III-16 Workplace Discrimination and Harassment                                       |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| <b>October 13, 2020</b>  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-02 Records and Management Information Policy                                       |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-22 Admissions to Schools Elementary and Secondary                                  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-34 Participation in Programs and Courses of Study in Catholic Religious Education |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| III-12 Academic Promotion  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| III-14 Employee Code of Conduct  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| <b>November 10, 2020</b>   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-04 Cross Boundary School Attendance  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-23 Catholic School Councils and Catholic Parent Involvement Committee              |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-40 Bullying Prevention and Intervention   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| <b>December 8, 2020</b>  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-20 Integrated Accessibility Standards  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-17 Pastoral Reference   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| V-12 Blessing and Official Opening of a New School                                   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| V-13 Blessing and Rededication of a Major Addition to a School                       |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| <b>January 12, 2021</b>  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-05 Reporting Student Achievement to Parents Guardians                             |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-29 School Boundary Review Process  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| III-01 Grievance Procedures-Non-Unionized Group Members                              |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| III-03 Teacher Performance Appraisal   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| III-04 Employee Assistance Program   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| III-10 Criminal Reference Check Applicants for Employment                            |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |

**Policy Committee Work Plan  
2020-2021**

| Policies for Consideration by the Policy Committee   | Action to be Taken |        |        |         | Referred to Board                   |                               |           | Start Date ~ Stakeholder Consultation | End Date ~ Stakeholder Consultation | Follow-up Review by Policy Committee | Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading | Website Updated | Next Review (School Year) |
|--|--------------------|--------|--------|---------|-------------------------------------|-------------------------------|-----------|---------------------------------------|-------------------------------------|--------------------------------------|---|-----------------|---------------------------|
|  | Establish          | Review | Revise | Rescind | Approved at 1 <sup>st</sup> Reading | Approved/ Approved as Amended | Rescinded |                                       |                                     |                                      |   |                 |                           |
| <b>February 9, 2021</b>  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-24 Fraud Management  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| IV-04 Loss or Damage to Personal Items   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| V-04 School Fundraising Activities   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| V-05 School Accidents - Prevention and Safety  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| <b>April 13, 2021</b>  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-26 Managing Student Risk in Interschool Sports  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-29 Inclusion and Range of Placement Options for Identified Students                       |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-33 Safe Arrival at School Program   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| <b>May 11, 2021</b>  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-11 International Student Admission Requirements (Fee Paying Students)                      |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-40 Performance Appraisal of Director of Education  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-48 Violent Threat Risk Assessment   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| V-08 School Anniversary Celebrations   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| <b>June 8, 2021</b>  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-36 Trustee Code of Conduct   |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-44 Strategic Planning Process  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| I-45 Transparency and Accountability in Executive Compensation                               |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students               |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |
| II-31 Risk Management/First Aid  |                    |        |        |         |                                     |                               |           |                                       |                                     |                                      |   |                 |                           |