

POLICY NAME	POLICY TO FOSTER CIVILITY AND TO PREVENT AND ADDRESS HARASSMENT AND VIOLENCE IN THE WORKPLACE (GBAA)
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Related documents	Organizational Guide GBAA

1. PURPOSE & SCOPE

- 1.1 All employees of the New Frontiers School Board (NFSB) have the right to be treated with integrity, respect, and dignity in the workplace. This policy aims to establish and maintain a healthy work environment, free of harassment, discrimination, and violence for all employees. It applies where harassment, intimidation, threats, or violence directed toward an employee originate from a student, parent, volunteer, contractor, or any other person interacting with the workplace, where such conduct affects the employee's work environment, psychological well-being, dignity, or physical integrity. In situations involving students, the application of this policy will be coordinated, where appropriate, with applicable safe school, student discipline, and student support frameworks. In return, NFSB personnel have an obligation of civility towards their colleagues, as well as towards any other person, including parents, students, volunteers, partners, suppliers, subcontractors, and consultants. It is therefore the responsibility of every staff member to establish and maintain relationships based on respect, cooperation, politeness, and courtesy. To simplify the text, the term "harassment" includes all forms of harassment, including sexual harassment, discrimination, and violence.
- 1.2 The objectives of this policy are to:
 - Affirm NFSB's commitment to prevent and, where applicable, put a stop to any situation of harassment related to the workplace;
 - Indicate the means put in place by NFSB to prevent harassment;
 - Establish the procedure for handling complaints and problematic situations that are brought to the attention of NFSB;
 - Promote civil relations between all staff members, and between staff members and any other person.
- 1.3 This policy applies to all NFSB personnel, including interns.
The policy applies to all work-related incidents, at the workplace, including telework locations, or outside the usual place of work, as well as during and outside normal working hours, for example, during work-related travel, conferences, meetings, receptions, or work-related sport or social activities.
This policy also applies to communications transmitted or received by any means, technological or otherwise, in a work context.

2. DEFINITIONS

The definition of harassment below must be interpreted from the point of view of a "reasonable person".

2.1 Harassment:

- Based on provincial labour laws, harassment can be defined as vexatious behavior in the form of repeated conduct, words, actions, or gestures that are hostile or unwanted and that have the effect of violating a person's dignity or psychological or physical integrity and of creating a harmful work environment.
- More specifically, psychological harassment also includes words, acts or gestures of a sexual nature.
- A single act of serious conduct can also constitute harassment if it causes such harm and produces a continuing harmful effect for that person.
- The definition of harassment also includes harassment related to one of the grounds of discrimination protected by section 10 of the *Charter of Human Rights and Freedoms*, namely race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, handicap or the use of a means to palliate such handicap.
- Workplace conflict, normal workplace disagreements, work-related stress, or operational constraints do not in themselves constitute harassment unless accompanied by abusive, discriminatory, targeted, threatening, or humiliating conduct.

Definitions – Harassment – cont'd

- Likewise, the legitimate exercise of management rights and supervisory responsibilities — including task assignment, performance management, coaching, evaluation, corrective measures, discipline, organizational changes, and operational decision-making — does not constitute harassment when exercised in a reasonable, non-abusive, non-discriminatory, and good-faith manner.

2.2 Dispute Prevention and Resolution Program

- The Dispute Prevention and Resolution Program (DPR) is a structured process designed to help prevent workplace conflicts before they escalate and to resolve disputes fairly, respectfully, and efficiently when they arise.
- The overall goal is to:
 - Promote healthy working relationships;
 - Reduce conflict escalation;
 - Encourage open communication;
 - Support respectful workplaces; and
 - Resolve issues at the lowest appropriate level whenever possible.

3. POLICY CONTENT

3.1 Principles

This policy is based on the following principles:

- NFSB encourages respectful and voluntary conflict resolution where appropriate, safe, and operationally suitable to do so. No employee is required to directly confront another individual, where doing so may be unsafe, intimidating, or emotionally harmful.
- NFSB undertakes not to tolerate demonstrations of harassment among or against its employees in the workplace.
- NFSB undertakes to promote civility to counter harassment and encourages a free and voluntary approach to conflict resolution between those involved.
- NFSB has put in place a mechanism to deal with harassment situations.
- Each party involved in a harassment situation is entitled to fair and equitable treatment.
- NFSB ensures that any staff member concerned by a situation of harassment or who has collaborated in the handling of a complaint or report concerning such a situation will not be subject to reprisals. The good faith of any person filing a complaint is presumed. However, the policy must never be used in an abusive manner or with the intention of harming or misleading.

3.2 Roles & Responsibilities

NFSB	• Undertakes to take reasonable steps to provide a work environment free from harassment, to protect the dignity and psychological and physical integrity of all its employees. • Undertakes to integrate this policy and all measures arising from it into its occupational health and safety prevention program.
Director General	• Undertakes to support the promotion and application of this policy. • Is informed by the Human Resources Director of the recommendations of corrective measures to be implemented, when applicable. • Receives and follows up on all reports or complaints of harassment if the Human Resources Director is specifically involved.

Director of Human Resources or Delegate	a) Serves as the designated person in Human Resources. b) Implements measures to identify, control and eliminate harassment risks, including: - o Communicating this policy to all staff members: - o Maintaining constant vigilance regarding risks and risk factors likely to generate harassment situations. - o Ensuring that the policy is understood and respected by all concerned. - o Promoting respectful interactions between individuals. - o Raising awareness among in-school, in-centre and department administrators of their roles and responsibilities in preventing harassment, particularly at work-related social events and reinforce with employees. - o Implementing a training and awareness program for staff members to receive and handle complaints and reports, including: - o Sharing best practices and knowledge in committees and working groups with other school boards or school service centres, bringing in experts and consultants to provide training and information sessions, following up on the implementation of the Dispute Prevention and Resolution Program (DPR). - o Making available information on psychological harassment, including that found on the CNESST website: - o The information can also be provided by the NFSB Occupational Health and Safety Committee team by email, in reminder postcards, and on posters. The OH&S Committee team will provide advice and support when requested, will follow up with local Occupational Health and Safety teams in schools and centers and will hold regular meetings. c) Supports and advises in-school, in-centre, and department administrators in applying this policy.
Director of Educational Services or Delegate	a) Supports schools and centres in situations where alleged harassment, intimidation, threats, or violence involving a student may affect an employee's workplace environment. b) Collaborates with school administration, Human Resources, and other applicable departments to ensure that appropriate student-centered interventions, supervision strategies, behavioural supports, disciplinary measures, or safety plans are considered and implemented where necessary. c) Assists in ensuring alignment between this policy, safe school obligations, student disciplinary frameworks, and applicable educational support measures.

Responsibilities of in-school, in-centre, and department administrators	Immediate administrators are generally the first local point of contact when concerns relating to harassment, violence, intimidation, or significant workplace incivility arise. Administrators are expected to take reasonable steps to ensure immediate safety where required, document relevant information, consult Human Resources as appropriate, maintain confidentiality to the extent possible, and involve Educational Services where student-related measures or interventions may be required. They will: a) Foster professional relations between team members, free from any form of incivility or harassment. To this end, administrators encourage respectful communication, manage team members fairly, and intervene promptly in the presence of apparent conflict or incivility. b) Implement measures to identify, control, and eliminate the risk of harassment, in accordance with NFSB's legal obligations, including: I. Communicating this policy to all members of their staff and to all persons concerned by the policy. - o Current employees will be informed by email and asked to consult the icon Reference Documents for Employees on SharePoint (intranet) to acknowledge having received and having read this policy as well as to confirm that they will follow it. - o New employees will be informed of this policy in the employee kit they must complete upon their hiring as well as per the procedure described above. II. Maintaining constant vigilance regarding risks and risk factors likely to generate harassment situations. III. Ensuring that this policy is understood and respected by all concerned. IV. Promoting respectful interactions between individuals. V. Regularly informing the staff of their roles and responsibilities in preventing harassment, particularly during work-related social events. VI. Consult staff members about situations specific to their workplace that may create conditions that could lead to harassment. VII. Meeting staff members who are leaving their positions to find out the reason. c) Collaborate with the Human Resources Department to implement the preventive and corrective measures deemed appropriate to deal with any harassment situations that may arise in their department. d) Inform the Human Resources Director of any harassment situation within their school, centre, or department, even if no formal complaint has been filed. In situations involving alleged student-to-staff harassment, intimidation, threats, or violence, administrators shall also involve Educational Services, where appropriate, in order to coordinate student-related interventions, supports, behavioural measures, or disciplinary processes while ensuring employee safety and workplace obligations are addressed. e) Discreetly, diligently, and impartially deal with any harassment situation. Administrators are expected to intervene promptly and fairly when concerns involving harassment, violence, or significant incivility arise. Administrators may consult Human Resources at any stage for guidance, support, or assistance in determining appropriate next steps.
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Responsibilities of the person designated to handle complaints or reports, Director of Human Resources, or delegate	a) Provides answers to staff members' questions about preventing and dealing with harassment. b) Receives and follows up on all verbal or written reports or complaints of harassment. NFSB will ensure that the person designated to receive and handle complaints and reports is duly trained to assume the responsibilities entrusted to them.
Responsibilities of unions and associations	a) Undertake to take the necessary steps to promote a harassment-free workplace. b) Undertake to cooperate with NFSB in the application of this policy.
Responsibilities of employees	a) Respect this policy at all times. b) Establish and maintain civil relationships. c) Participate in the mechanisms put in place by NFSB to prevent and stop harassment. d) Report harassment-related situations as soon as reasonably possible where they feel safe and comfortable doing so.

4. VIOLATION OF POLICY

4.1 Organizational Guide GBAA explains how to make or report a harassment complaint and the process for their handling. Good-faith complaints that are ultimately unsubstantiated will not result in disciplinary action. However, complaints made maliciously, frivolously, or in bad faith may result in administrative or disciplinary measures.

5. AUTHORITY

This policy is administered under the authority of the Director of Human Resources.

6. REVIEW

The Director of Human Resources will review this policy at least once every five (5) years.

End.