

HARASSMENT POLICY

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1.0 Preamble

1.1 The Halifax Regional School Board (HRSB) believes that it is a shared responsibility to:

- improve student achievement
- support the development of our students and employees as lifelong learners
- promote the rights, dignity and self-worth of every person who serves or is served by our school system
- develop education and work environments that value diversity and foster respect among all members of our school community
- understand bias, prejudice, stereotyping, harassment and discrimination, and actively work to eliminate barriers that undermine our visions for equity in learning, employment, and community relations
- build strong and inclusive school, home and community relations that support improved student achievement and the board's ability to eliminate barriers to the equitable participation of parents and guardians and community members in our schools and school system.

1.2 Harassment in our schools and workplaces has immense social and personal costs, and is a significant barrier to the creation of safe and equitable learning and work environments. Therefore, the Halifax Regional School Board will:

- communicate powerful messages that harassment will not be tolerated
- challenge and resolve all harassment incidents in HRSB schools and workplaces
- helping employees, students and non-employees understand that we all share responsibility for understanding, preventing and responding appropriately to harassment
- understand and take action to prevent harassment
- respond to all incidents of harassment in a sensitive, timely, and decisive way
- support the implementation of programs to help students, staff and community members understand, prevent, and respond to all forms of harassment.

2. Definitions

2.1 **School community member** refers to any person whose role or job places them in contact with students or school board employees in school settings or school activities, including but not limited to:

2.1.1 Employees of the Halifax Regional School Board, including part-time, term, and casual employees.

2.1.2 All Halifax Regional School Board students.

2.1.3 Non-Employees, including:

- parents and guardians
- board members
- community groups
- school parental organizations
- volunteers
- individuals who do business with the board on a contract basis.

2.2 **Harassment** refers to derogatory (e.g., excessively critical, insulting, belittling) or vexatious (e.g., aggressive, angry, antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome. Harassment includes, but is not limited to, the following:

2.2.1 any objectionable comment, act, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat

2.2.2 conduct or comments involving any of the prohibited grounds of harassment and discrimination as defined in the Nova Scotia *Human Rights Act*:

- age
- race
- colour
- religion
- creed
- sex [gender, including pregnancy]
- sexual orientation
- physical disability or mental disability
- an irrational fear of contracting an illness or disease
- ethnic, national or aboriginal origin
- family status
- marital status
- source of income
- political belief, affiliation, or activity
- association with another individual or class of individuals having any of the characteristics named above.

- 2.3 **Sexual harassment** includes comments, gestures or physical conduct of a sexual nature where an individual knows or ought reasonably to know that the behaviour is unwelcome and personally offensive. Sexual harassment includes, but is not limited to:
- 2.3.1 inappropriate or derogatory comments, humour, insults or behaviour based on gender and/or sexual orientation
 - 2.3.2 inappropriate, lewd, or sexually offensive written, graphic or behavioural displays on school board property
 - 2.3.3 inappropriate, lewd, or sexually offensive slogans or graphics displayed on clothing worn on school board property or during school-related activities
 - 2.3.4 inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance
 - 2.3.5 inappropriate conversation regarding an individual's sexual behaviour
 - 2.3.6 unsolicited and/or unwanted requests to engage in sexual activity
 - 2.3.7 a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.
- 2.4 **Complainant** refers to the individual or group of individuals (students, employees, or non-employees) who perceive themselves as the target of harassment.
- 2.5 **Respondent** refers to the individual or individuals identified by the complainant as causing the harassment or discrimination.
- 2.6 **Supervisor** refers to any employee who manages another employee or employees, including but not limited to: the superintendent, directors, coordinators, supervisors, facilitators, leaders, managers, principals, and vice-principals.
- 2.7 **Investigator** refers to a qualified board employee or external consultant appointed by the board to conduct a formal investigation.
- 2.8 **Complaint Procedures** refers to the options a complainant has in addressing harassment incidents. The options available for addressing harassment incidents at the school or board level include:
- 2.8.1 **Informal Complaint Process** which encourages a problem solving approach and - depending on the wishes of the complainant - may involve direct or facilitated communication between the complainant and respondent, conflict resolution or mediation.
 - 2.8.2 **Formal Investigation** refers to a full investigation requested by a complainant and conducted by an investigator appointed by the board to collect information from the complainant, respondent and witnesses or other third parties.

3. Scope

3.1 This policy applies to:

3.1.1 All forms of harassment including, but not limited to, those involving any of the prohibited grounds of harassment and discrimination as defined in the Nova Scotia *Human Rights Act*. These are:

- age
- race
- colour
- religion
- creed
- sex [gender, including pregnancy]
- sexual orientation
- physical disability or mental disability
- an irrational fear of contracting an illness or disease
- ethnic, national or aboriginal origin
- family status
- marital status
- source of income
- political belief, affiliation, or activity
- association with another individual or class of individuals having any of the characteristics named above.

3.1.2 all incidents of sexual harassment as defined under Section 3(0) and 5(2) of the Nova Scotia *Human Rights Act*

3.1.3 all school community members, including students, school board employees, board members, parents and guardians, community groups, school/parent organizations, volunteers, and contractors

3.1.4 all behaviours that occur at schools, school board offices, buildings under school board jurisdiction, or other settings where members of the school community interact in the course of school-related or school-board-related activities, including social functions, travel, conferences, or training events

3.1.5 all forms of written and verbal communication, including communications by e-mail, telephone, and postings on the Internet or intranet.

3.2 The following practices, provided they are conducted in a professional manner, are not considered to be within the scope of this policy:

3.2.1 situations that involve appropriate actions as permitted through the board's *Regional Code of Conduct Policy*

- 3.2.2 situations that involve appropriate direction of employees
- 3.2.3 situations that involve appropriate disciplinary action, either as permitted by collective agreements or through the board's *Progressive Discipline Policy*
- 3.2.4 expectations for reasonable quality of job performance and participation in the performance management process.

4. Policy Framework

- 4.1 All practices to prevent and respond to harassment will comply with the following provincial requirements:
 - 4.1.1 Nova Scotia *Human Rights Act* (1991)
 - 4.1.2 policies and procedures of the Department of Education, including the *Racial Equity Policy*, the *Model Framework for the Protection from Child Abuse, Discrimination and Sexual Harassment*, and the *Provincial School Code of Conduct*.
- 4.2 This *Harassment Policy* replaces the Harassment section in the board's *Race Relations, Cross-Cultural Understanding and Human Rights (RCH) Policy* (1997) and the board's *Sexual Harassment Policy* (1996).
- 4.3 All practices to prevent and respond to harassment will align with the following board policies and procedures:
 - 4.3.1 *RCH Policy*
 - 4.3.2 *Diversity Management Policy*
 - 4.3.3 *Student Protection Policy*
 - 4.3.4 *Parent Concern Protocol*
 - 4.3.5 *Regional Code of Conduct*

5. Roles and Responsibilities

- 5.1 As an employer, the Halifax Regional School Board is responsible for preventing and eliminating all forms of harassment in learning and work environments.
- 5.2 Prevention and appropriate response to harassment requires cooperation among many employees, including but not limited to:
 - 5.2.1 all employees in supervisory positions
 - 5.2.2 Diversity Management Coordinator
 - 5.2.3 Director, Human Resource Services
 - 5.2.4 Supervisors, School Administration
 - 5.2.5 RCH Program Advisor
 - 5.2.6 Voluntary RCH and Sexual Harassment School Liaisons.

- 5.3 A detailed statement of roles and responsibilities (see Appendix A1) will be updated as necessary to ensure the board has an effective structure in place for preventing and responding to incidents of harassment.

6. Responding to Harassment

- 6.1 Any person who observes an incident of harassment will take the incident seriously, and is encouraged to address the incident and/or report it to their immediate supervisor or other appropriate supervisory personnel.
- 6.2 Any person who receives a complaint of harassment will take the incident seriously and will not devalue it.
- 6.3 For incidents involving **employees and non-employees**:
- 6.3.1 The responsible supervisor will assess all harassment complaints promptly and implement relevant procedures, ensuring due process and fairness to both the complainants and the respondents.
- 6.3.2 When addressing harassment complaints, the responsible supervisor will ensure that the complainant and respondent are informed of their rights:
- a. Complainant**
- to have the complaint addressed in a fair and professional manner
 - to choose which options they want to pursue within the informal complaint process or initiate a formal investigation
 - to have all proceedings conducted with confidentiality
 - to be protected from retaliation
 - to discontinue the complaint process or formal investigation at anytime
 - to be given written statements of any responses by the respondent
 - to be informed about the progress of the complaint
 - to receive fair treatment.
- b. Respondent**
- to be informed of the complaint and the complainant's choices in an informal or formal process
 - to decline to participate in the process, with the exception of a formal investigation where the participation of both parties is required
 - to have all proceedings conducted with confidentiality
 - to be given a written statement of the official allegations, and to respond to them
 - to be informed about the progress of the complaint
 - to receive fair treatment.

- 6.3.3 At any time during the informal complaint or formal investigation process, both the complainant and respondent have the right to seek representation from a union or professional organization, or another individual. The board is not responsible for any costs associated with this representation.
 - 6.3.4 Where an employee is a member of a bargaining unit, reporting harassment through this policy does not supercede or eliminate the employee's right to the grievance procedure defined in their collective agreement.
 - 6.3.5 All incidents of harassment will be reported to the Diversity Management Coordinator on the appropriate *Harassment Reporting Form* (Appendix B).
- 6.4 For incidents involving **students**:
- 6.4.1 In cases where the complainant and respondent(s) are **both students**, the responsible Voluntary RCH or Sexual Harassment School Liaison will promptly respond to all reports of harassment, ensuring due process and fairness.
 - 6.4.2 In cases involving a student or **students and employees or non-employees**, the principal will promptly respond to all reports of harassment, ensuring due process and fairness.
 - 6.4.3 In all cases involving a student or students, the principal will inform the students' parent(s)/guardian(s) and determine their level of involvement based on the needs of the student.
 - 6.4.4 The principal will ensure that incidents of harassment are reported to the Diversity Management Coordinator on the appropriate *Harassment Reporting Form* (Appendix B).
- 6.5 In certain situations, a complaint of harassment may also involve allegations of criminal behaviour. With the exception of reports of children in need of protective services as defined in the board's *Student Protection Policy*, these matters should be reported to the Director of Human Resource Services who, in consultation with senior staff, will review the facts of the situation at hand and decide whether to contact the police.

Resolution

- 6.6 **Employees** who, upon investigation, are found to have harassed or who have filed a complaint of harassment falsely and with malicious intent are subject to disciplinary action, up to and including discharge. Remedies to be determined by the Superintendent, in consultation with the employee where appropriate, may include:

- 6.6.1 verbal agreements
 - 6.6.2 formal apology to complainant
 - 6.6.3 letter on file
 - 6.6.4 required counselling or program for offender
 - 6.6.5 removal of offender from site
 - 6.6.6 involuntary relocation of offender
 - 6.6.7 suspension without pay
 - 6.6.8 termination of employment.
- 6.7 **Students** who, upon investigation, are found to have harassed or who have filed a complaint of harassment falsely and with malicious intent will be subject to discipline, up to and including suspension. Remedies to be determined by the principal, in consultation with the student and parents or guardians where appropriate may include:
- 6.7.1 verbal agreements
 - 6.7.2 formal apology to complainant
 - 6.7.3 letter in a confidential student discipline file
 - 6.7.4 involuntary transfer of the offender to another school
 - 6.7.5 direction to the offender to receive counselling
 - 6.7.6 suspension
 - 6.7.7 other remedies as defined in the *Regional/School Code of Conduct*
- 6.8 **Non-employees** who, upon investigation, are found to have harassed will be barred from contact with the complainant and/or school board premises to the extent appropriate and permitted by law. Remedies may include:
- 6.8.1 formal apology to complainant
 - 6.8.2 a reprimand and/or letter which is copied for the respondent and the complainant
 - 6.8.3 denial of access to board property
 - 6.8.4 denial of services
 - 6.8.5 loss of contract
 - 6.8.6 recommendation for counselling.

- 6.9 All substantiated complaints of harassment will be assessed by the supervisor, Diversity Management Coordinator, and other appropriate central office staff to prevent similar incidents in the future.

7. Confidentiality

- 7.1 All complaints of harassment and reports on these complaints will be kept in strict confidence, except as required to investigate and respond to the complaints.

HARASSMENT PROCEDURES

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Appendix A

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Appendix B

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1. EMPLOYEES

1.1 Options for Employees

Employees have the following options if they are harassed by other **employees or by non-employees**:

- direct communication with the harasser (see section 1.3)
- informal complaint (see section 1.4)
- conflict resolution or mediation arranged by the Diversity Management Coordinator (see section 1.5)
- formal investigation (see section 1.6)
- grievance under the relevant collective agreement
- complaint to the Nova Scotia Human Rights Commission.

Employees have the following options if they are harassed by **students**:

- direct communication with the harasser (see section 1.3)
- informal complaint (see section 1.4)
- conflict resolution or mediation arranged by the Diversity Management Coordinator (see section 1.5)
- formal investigation (see section 1.6).

For a summary of the appropriate steps, see the Summary of Actions and Reporting Requirements for All Incidents of Harassment (Appendix A2).

1.2 Response by Supervisors

Employees and supervisory staff will adopt a problem-solving approach to all reports of harassment involving employees with other employees, employees with students, or employees with non-employees. Reports of harassment must be dealt with immediately by:

- creating an atmosphere for a sensitive, timely, and decisive response
- ensuring that all parties (complainant, respondent(s), and parents or guardians if students are involved) are informed of their rights and responsibilities for resolving the reported incident(s)
- intervening as necessary, with help from the Diversity Management Coordinator, Director, Human Resource Services, and other central office staff, as required
- completing appropriate forms, documenting all proceedings related to the complaint, and ensuring all documents are placed in a confidential file.

The complainant’s immediate supervisor, or other appropriate supervisory personnel, will address incidents involving HRSB employees. In school settings, the Voluntary School Liaison for RCH and the Voluntary School Liaison for Sexual Harassment are *not required* to address incidents involving employees.

All incidents of harassment must be reported on the appropriate form (see Figure 1) and mailed promptly to the Diversity Management Coordinator, **even if the incident has been resolved successfully at the site**. Upon receipt of a Harassment Form, the Diversity Management Coordinator will assess the reported incident and inform the following:

- the Director of Human Resource Services, if the respondent is an employee
- the appropriate School Administration Supervisor, if the respondent is a student or non-employee.

Figure 1. Reporting Requirements for Incidents Involving Employees

<i>If the complainant is...</i>	<i>And the respondent is...</i>	<i>Use this form...</i>
An employee	An employee, student, or non-employee	Harassment Reporting Form for Incidents Reported by Employees (see Appendix B, Form A)
A student	An employee	Harassment Reporting Form for Incidents Reported by Students (see Appendix B, Form C)
A non-employee	An employee	Harassment Reporting Form for Incidents Reported by Non-Employees (see Appendix B, Form D)

1.3 Direct Communication

Individuals who experience or perceive themselves to be the target of harassment are strongly encouraged to communicate promptly with the respondent, in person or in writing, to inform the person clearly and directly that the behaviour is unwelcome and must stop. It is acknowledged that in some instances this is not possible.

For guidelines on communicating directly with employees, see the *Handbook for Preventing and Responding to Workplace Harassment*.

If the respondent is a student, the incident should also be reported to the principal to ensure that the matter is addressed in accordance with the board’s *Regional Code of Conduct*.

Complainants and respondents who communicate directly should keep a record of all the incidents and responses.

1.4 Informal Complaint

If the complainant is unable to take direct action or the prohibited behaviour continues, the complainant may make an informal complaint to a person in authority, including the complainant's or respondent's supervisor or principal.

The complainant's immediate supervisor, or other appropriate person in authority, will address incidents involving employees. This person must maintain an appropriate impartial balance between the complainant and the respondent.

The supervisor or other person in authority will immediately meet with all the parties and ensure that the appropriate action is taken. In cases where a student is named as a respondent, the student's parent(s)/guardian(s) will also be involved. The steps might include one or more of the following:

- talking to the respondent on the complainant's behalf (and including the respondent's parent(s)/guardian(s) if the respondent is a student)
- arranging for the parties to come together to resolve the complaint
- advising the complainant of other options.

For appropriate steps, see the Summary of Actions and Reporting Requirements for All Incidents of Harassment (Appendix A2).

The informal complaint procedure shall not normally exceed ten (10) working days from the date of receipt of the informal complaint to the supervisor.

1.5 Conflict Resolution and Mediation

If the complainant and supervisor, or other appropriate person in the workplace, have not been able to resolve the situation informally with the respondent, or if the complainant has reason to bypass that process, conflict resolution or mediation are possible next steps.

Complainants may ask for conflict resolution or mediation, or they may agree to it if it is suggested to them.

If the complainant wishes to participate in conflict resolution or work toward a mediated settlement, the Diversity Management Coordinator, with assistance from the Director of Human Resource Services, School Administration Supervisors, or the RCH Program Advisor, will appoint a qualified conflict resolution consultant or mediator from within or outside the organization, who is acceptable to both parties.

If the parties reach a resolution, the consultant or mediator will inform the supervisor who will then assume responsibility for monitoring the progress of the resolution.

If a resolution is not reached, the consultant mediator will inform the supervisor who will inform the complainant of her or his options to pursue a formal investigation.

1.6 Formal Investigation

If the informal process does not resolve the issue, or if the complainant has reason to bypass that process, the complainant may ask for a formal investigation by writing to the Diversity Management Coordinator, using the Request for Formal Investigation of Harassment Reported by Employees (see Appendix B, Form B). Please note:

- If the Diversity Management Coordinator is the complainant or respondent, then the Director of Human Resource Services will receive and handle the complaint.
- If the Director of Human Resource Services is the complainant or respondent, then the Superintendent will receive and handle the complaint.
- If the Superintendent is the complainant or the respondent, then the Chair of the Board will receive and handle the complaint.

All attempts should be made to initiate a formal written complaint within one year of the incident(s), although the Superintendent (or designate) has discretion to accept a complaint filed after a longer period.

The complainant shall:

1. Complete the Request for Formal Investigation of Harassment Reported by Employees (see Appendix B, Form B).
2. Review the completed form with her/his immediate supervisor or other appropriate person in the workplace.
3. Request that the supervisor sign the completed form to indicate the date of receipt.
4. Keep a copy of the completed form for his or her records.
5. Provide a copy of the completed form to the supervisor.
6. Mail the original completed form to the Diversity Management Coordinator.

The Diversity Management Coordinator will immediately inform the Director of Human Resource Services, as well as the respondent and supervisors. If the respondent is a student, the student's parent(s)/guardian(s) will also be informed.

The Diversity Management Coordinator will arrange to have the complaint investigated.

If appropriate, the Diversity Management Coordinator may attempt to resolve the complaint through discussion with the parties, or may recommend conflict resolution or mediation. If this is not successful, the matter will be formally investigated.

The Diversity Management Coordinator will determine who will investigate the complaint.

The investigator will:

1. Interview the complainant, accept any written statement the complainant wishes to provide, and document the interview.

2. Give a copy of documents collected in step 1 (above) to the respondent and invite him or her to respond either in person or in writing. If the respondent is a student, also give a copy of all documents to the student's parent(s)/guardian(s).
3. Convey the response back to the complainant for a reply.
4. As necessary, re-interview the complainant and respondent (and the parent(s)/guardian(s) if the respondent is a student), interview others, and gather materials to complete the investigation.
5. Produce a factual report about the complaint for the Superintendent, with copies to the complainant, respondent, parent(s) or guardian(s) if the respondent is a student, and the Director of Human Resource Services.

Wherever possible, investigations should be finalized within sixty (60) days after receiving a complaint. However, the Diversity Management Coordinator may extend the deadline where circumstances warrant. The parties may wish to make additional comments on the report; if so they should make their comments within seven (7) working days after receiving the investigator's final report.

A complainant may ask the Diversity Management Coordinator to discontinue the process at any time. Generally, the complainant will have the option to discontinue the process except when the complaint appears to be false and malicious.

1.7 Resolution

After the investigation, the investigator will give a copy of all the documentation to the complainant, the respondent, and the Director of Human Resource Services. If the respondent is a student, the investigator will give a copy of all the documentation to the student's parent(s)/guardian(s).

If the respondent is an employee and the investigation confirms that prohibited behavior has occurred, the Director of Human Resource Services and Superintendent will initiate the appropriate remedy.

If the respondent is a student and the investigation confirms that prohibited behavior has occurred, the Director of Human Resource Services and principal will initiate the appropriate remedy

The Director of Human Resource Services will retain all documents related to the investigation on behalf of the school board. Documents related to disciplinary action, if any, will be handled in the following way:

- If the respondent is an employee, documents related to disciplinary action will be placed in the respondent's personal or personnel file and retained according to the relevant collective agreement.
- If the respondent is a student, documents related to discipline will be filed and retained according to the *Provincial Student Records Policy*.

2. STUDENTS

2.1 Options for Students

Students who experience harassment from another student have the following options:

- direct communication with the harasser
- complaint to the Voluntary School Liaison for RCH or to the Voluntary School Liaison for Sexual Harassment.

Students who experience harassment from someone other than a student (for example, a teacher or community volunteer) have the following options:

- direct communication with the harasser
- complaint to a teacher, guidance counselor, or principal.

2.2 Response by the School or Board

Staff and administration will adopt an impartial, non-judgmental, problem-solving approach to resolve harassment incidents involving students with students and students with employees or non-employees. In all cases where a student or students are named as respondents, principals will follow the board's *Regional Code of Conduct* when determining appropriate consequences.

In any cases where the RCH or Sexual Harassment Voluntary School Liaison, principal, or other staff have reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse, the person shall immediately report the suspicion and related information to an agency as required by the board's policy on *Reporting Child Abuse and Neglect*.

The Voluntary School Liaison for RCH and/or the Voluntary School Liaison for Sexual Harassment will work in partnership with the principal to address incidents between students.

The principal will address incidents involving employees or non-employees. If the principal is the respondent the School Administration Supervisor will receive the complaint. Voluntary School Liaisons for RCH and Voluntary School Liaisons for Sexual Harassment are *not required* to address incidents involving employees or others who are not students.

All incidents must be dealt with immediately by:

- creating an atmosphere for a sensitive, timely, and decisive response
- ensuring that all parties (complainant and respondent(s)) are informed of their rights and responsibilities for resolving the reported incident(s)
- Immediately notifying parents or guardians, including the respondent's parent(s) or guardian(s) in incidents between students.
- intervening as necessary, with help from the RCH Program Advisor and Diversity Management Coordinator, as required

- completing appropriate forms
- ensuring all documents are filed according to the *Provincial Student Records Policy*.

Every attempt should be made to resolve the matter within five (5) working days of the initial report.

All incidents of harassment must be reported on the appropriate form (see Figure 2) and mailed promptly to the Diversity Management Coordinator, **even if the incident has been resolved successfully at the site.**

Upon receipt of a Harassment Reporting Form, the Diversity Management Coordinator will assess the reported incident and inform one of the following:

- the Director of Human Resource Services, if the respondent is an employee
- the appropriate School Administration Supervisor, if the respondent is a student or non-employee.

Figure 2. Reporting Requirements for Incidents Involving Students

<i>If the complainant is...</i>	<i>And the respondent is...</i>	<i>Use this form...</i>	<i>Completed by...</i>
An employee	A student	Harassment Reporting Form for Incidents Reported by Employees (see Appendix B, Form A)	Principal
A student	A student	Harassment Reporting Form for Incidents Reported by Students (see Appendix B, Form C)	Voluntary School Liaison for RCH or the Voluntary School Liaison for Sexual Harassment
	An employee, or non-employee	Harassment Reporting Form for Incidents Reported by Students (see Appendix B, Form C)	Principal *
A non-employee	A student	Harassment Reporting Form for Incidents Reported by Non-Employees (see Appendix B, Form D)	Principal

*If the principal is named as the respondent, the School Administration Supervisor will receive the complaint.

The principal and/or the Voluntary School Liaison for RCH and/or the Voluntary School Liaison for Sexual Harassment will immediately meet with all parties (including parents or guardians), and will ensure that the appropriate action is taken within the parameters of the board's *Regional Code of Conduct*.

In situations that cannot be resolved at the school level, the principal must immediately inform the Diversity Management Coordinator.

The Diversity Management Coordinator will assume joint responsibility for resolution with the principal and School Administration Supervisor or Director of Human Resources Services, as required.

If a student is named as the respondent, the Diversity Management Coordinator may also request assistance from the RCH Program Advisor.

If an employee is named as the respondent, the Diversity Management Coordinator will notify and request assistance from the Director of Human Resource Services.

At the discretion of the principal and the Diversity Management Coordinator, a meeting or meetings with concerned parties, including appropriate staff, should be called to further investigate the incident(s) and determine measures necessary to address and resolve the issue.

All information must be kept **confidential**. Student information should be maintained in a separate and confidential filing system in compliance with the *Provincial Student Records Policy*.

3. NON-EMPLOYEES

3.1 Options for Non-Employees

Non-employees include board members, parents or guardians, volunteers, other community members, and independent contractors and suppliers who do business with the board.

Non-employees have the following options if they are harassed by employees, students, or other non-employees:

- direct communication with the harasser (see section 3.3)
- informal complaint (see section 3.4)
- conflict resolution or mediation (see section 3.5)
- formal investigation (see section 3.6).

3.2 Response by the School or Board

Employees and supervisory staff will adopt a problem-solving approach in responding to all reports of harassment involving non-employees. Reports of harassment must be dealt with immediately by:

- creating an atmosphere for a sensitive, timely, and decisive response
- ensuring that all parties (complainant, respondent(s), and parents or guardians if students are involved) are informed of their rights and responsibilities for resolving the reported incident(s)
- intervening as necessary, with help from the Diversity Management Coordinator, Director, Human Resource Services, and other central office staff, as required
- completing appropriate forms
- ensuring all documents are placed in a confidential file.

The senior supervisor, or other appropriate supervisory personnel, will address incidents involving non-employees. In school settings, Voluntary School Liaisons for RCH and Voluntary School Liaisons for Sexual Harassment are *not required* to address reports involving non-employees.

All incidents of harassment must be reported on the appropriate form (see Figure 3) and mailed promptly to the Diversity Management Coordinator, **even if the incident has been resolved successfully at the site.**

Upon receipt of a Harassment Form, the Diversity Management Coordinator will assess the reported incident and inform one of the following:

- the Director of Human Resource Services, if the respondent is an employee
- the appropriate School Administration Supervisor, if the respondent is a student or non-employee.

Figure 3. Reporting Requirements for Incidents Involving Non-Employees

<i>If the complainant is...</i>	<i>And the respondent is...</i>	<i>Use this form...</i>
An employee	A non-employee	Harassment Reporting Form for Incidents Reported by Employees (see Appendix B, Form A)
A student	A non-employee	Harassment Reporting Form for Incidents Reported by Students (see Appendix B, Form C)
A non-employee	An employee, student, or other non-employee	Harassment Reporting Form for Incidents Reported by Non-Employees (see Appendix B, Form D)

3.3 Direct Communication

Individuals who experience or perceive themselves to be the target of harassment are strongly encouraged to promptly communicate with the respondent, in person or in writing, to inform the person clearly and directly that the behaviour is unwelcome and must stop.

In cases where incidents of harassment involve students, non-employees are encouraged to take action by communicating directly with the school principal.

Individuals using this process should keep a record of all the incidents and responses.

3.4 Informal Complaint

If the complainant is unable to take direct action or the prohibited behaviour continues, the complainant may make an informal complaint to a person in authority.

Non-employees and supervisory staff are expected to adopt a problem-solving approach aimed at helping all parties reach a satisfactory resolution.

The principal or other appropriate supervisory personnel will address incidents that involve non-employees. This person must maintain an appropriate impartial balance between the complainant and the respondent.

The principal or supervisor will immediately meet with all the parties and ensure that the appropriate action is taken. In cases where a student is named as a respondent, the student's parents or guardians will also be involved. The steps might include one or more of the following:

- talking to the respondent on the complainant's behalf (and including the respondent's parent(s)/guardian(s) if the respondent is a student)
- arranging for the parties to come together to resolve the complaint
- advising the complainant of other options.

For appropriate steps, see the Summary of Actions and Reporting Requirements for All Incidents of Harassment (Appendix A2).

The informal complaint procedure shall not normally exceed ten (10) working days from the date of receipt of the informal complaint to the supervisor.

3.5 Conflict Resolution and Mediation

If the complainant and supervisor, or other appropriate person in the workplace, have not been able to resolve the situation informally with the respondent, or if the complainant has reason to bypass that process, conflict resolution or mediation are possible next steps.

Complainants may ask for conflict resolution or mediation or they may agree to it if it is suggested to them.

If the complainant wishes to participate in conflict resolution or work toward a mediated settlement, the Diversity Management Coordinator—with assistance from the Director of Human Resource Services, School Administration Supervisors, or the RCH Program Advisor—will appoint a qualified conflict resolution consultant or mediator from within or outside the organization, who is acceptable to both parties.

If the parties reach a resolution, the consultant or mediator will inform the supervisor, who will then assume responsibility for monitoring the progress of the resolution.

If a resolution is not reached, the consultant mediator will inform the supervisor, who will inform the complainant of her or his options to pursue a formal investigation.

3.6 Formal Investigation

If the informal process does not resolve the issue, or if the complainant has reason to bypass that process, the complainant may ask for a formal investigation by writing to the Diversity Management Coordinator, using the Request for Formal Investigation of Harassment Reported by Non-Employees (see Appendix B, Form E). Please note:

- If the Diversity Management Coordinator is the complainant or respondent, then the Director of Human Resource Services will receive and handle the complaint.
- If the Director of Human Resource Services is the complainant or respondent, then the Superintendent will receive and handle the complaint.
- If the Superintendent is the complainant or the respondent, then the Chair of the Board will receive and handle the complaint.

All attempts should be made to initiate a formal written complaint within one year of the incident(s), although the Superintendent (or designate) has discretion to accept a complaint filed after a longer period.

The complainant shall:

1. Complete the Request for Formal Investigation of Harassment Reported by Non-Employees (see Appendix B, Form E).
2. Review the completed form with a supervisor or other appropriate person in the school or workplace.
3. Request that the supervisor sign the completed form to indicate the date of receipt.
4. Keep a copy of the completed form for his or her records.
5. Provide a copy of the completed form to the supervisor.
6. Mail the original completed form to the Diversity Management Coordinator.

The Diversity Management Coordinator will immediately inform the following people:

- Director of Human Resource Services, if an employee is named as the respondent
- School Administration Supervisor, if a student or non-employee is named as the respondent
- respondent
- principal or supervisor
- student's parent(s)/guardian(s), if a student is named as the respondent.

The Diversity Management Coordinator, with assistance from the Director of Human Resource Services and/or School Administration Supervisors, will arrange to have the complaint investigated.

If appropriate, the Diversity Management Coordinator may attempt to resolve the complaint through discussion with the parties, or may recommend mediation. If these are not successful, the matter will be formally investigated.

The Diversity Management Coordinator will determine who will investigate the complaint.

The investigator will:

1. Interview the complainant, accept any written statement the complainant wishes to provide, and document the interview.
2. Give a copy of all documents collected in step 1 (above) to the respondent and invite him or her to respond either in person or in writing. If the respondent is a student, the investigator will also give a copy of all documents to the student's parent(s)/guardian(s)
3. Convey the response back to the complainant for a reply.

4. As necessary, re-interview the complainant and respondent (and the parent(s)/guardian(s) if the respondent is a student), interview others, and gather materials to complete the investigation.
5. Produce a factual report about the complaint for the Superintendent, with copies to the complainant, respondent, parent(s)/guardian(s) if the respondent is a student, and the Diversity Management Coordinator.

Wherever possible, investigations should be finalized within sixty (60) days after receiving a complaint. However, the Diversity Management Coordinator may extend the deadline where circumstances warrant.

The parties may wish to make additional comments on the final report; if so, they should make their comments within seven (7) working days after receiving the investigator's final report.

A complainant may ask the Diversity Management Coordinator to discontinue the process at any time. Generally, the complainant will have the option to discontinue the process except when the complaint appears to be false and malicious.

3.7 Resolution

After the investigation, the investigator will give a copy of all the documentation to the complainant, the respondent, and the Diversity Management Coordinator. If the respondent is a student, the investigator will also give a copy of all the documentation to the student's parent(s)/guardian(s).

If the respondent is an employee and the investigation confirms that prohibited behavior has occurred, the Director of Human Resource Services and Superintendent will initiate the appropriate remedy.

If the respondent is a student and the investigation confirms that prohibited behavior has occurred, the Diversity Management Coordinator, School Administration Supervisor, and principal will initiate the appropriate remedy.

The Diversity Management Coordinator will retain all documents related to the investigation on behalf of the school board. Documents related to disciplinary action, if any, will be handled in the following way:

- If the respondent is an employee, documents related to disciplinary action will be placed in the respondent's personal or personnel file and retained according to the relevant collective agreement.
- If the respondent is a student, documents related to discipline will be filed and retained according to the *Provincial Student Records Policy*.

- A1. Roles and Responsibilities for Resolving Incidents and Implementing RCH Education Programs
- A2. Summary of Actions and Reporting Requirements for All Incidents of Harassment

Roles and Responsibilities for Resolving Incidents and Implementing related Education Programs

As noted in section 5.3, the board will update the following statement of roles and responsibilities as necessary to ensure the board has an effective structure in place for preventing and responding to incidents of harassment.

	Resolving incidents of Harassment	Implementation of RCH Education Programs
Principals	<p>Help students, school-based staff, and non-employees (parents or guardians, volunteers, community members) to resolve incidents of harassment. This includes:</p> <ul style="list-style-type: none"> receiving and promptly acting on informal and formal complaints recording all complaints and procedures working in partnership with the Diversity Management Coordinator and other central office staff to resolve incidents forwarding a copy of <i>all</i> Harassment Reporting Forms to the Diversity Management Coordinator. 	<p>Provide ongoing leadership for the implementation of RCH education programs. This includes:</p> <ul style="list-style-type: none"> working with central office staff to identify and distribute resources for school and community use presenting or arranging workshops and in-service training helping to develop school action plans participating in professional development provided by the board providing information and support to help individuals interpret or apply the board’s Harassment, RCH, Diversity Management and Regional Code of Conduct policies.
Other Supervisory Staff	<p>Help employees resolve incidents of harassment. This includes:</p> <ul style="list-style-type: none"> receiving and promptly acting on informal and formal complaints recording all complaints and procedures working in partnership with the Diversity Management Coordinator and other central office staff to resolve incidents forwarding a copy of <i>all</i> Harassment Reporting Forms to the Diversity Management Coordinator 	<p>Provide leadership for the implementation of education programs that promote positive race relations, cross-cultural understanding and human rights. This includes:</p> <ul style="list-style-type: none"> working with central office staff to identify and distribute resources for employee use presenting or arranging workshops and in-service training participating in professional development providing information and support to help individuals interpret or apply the board’s Harassment, RCH, Diversity Management and Regional Code of Conduct policies.

	Resolving incidents of Harassment	Implementation of RCH Education Programs
<p>Diversity Management Coordinator</p>	<p>Work with principals and other supervisory staff to help students, employees and non-employees resolve incidents of harassment. This includes:</p> <ul style="list-style-type: none"> • receiving and promptly arranging for follow-up to all reports of harassment • working with supervisory staff and other central office staff to resolve incidents • forwarding a copy of <i>all</i> Harassment Reporting Forms to relevant central office staff on a “need to know basis” • recording all complaints in a central confidential database • keeping the Superintendent informed • cooperating in investigations of the Nova Scotia Human Rights Commission that involve school board students or employees. 	<p>Provide leadership for the implementation of education programs that promote positive race relations, cross-cultural understanding and human rights. This includes:</p> <ul style="list-style-type: none"> • working with central office staff to identify and distribute resources for employee use • developing professional development plans for implementation of the board’s Diversity Management Policy. • presenting or arranging other workshops and in-service training as required • monitoring and reporting data to senior staff regarding harassment complaints and using data to set priorities for professional development or the provision of new workplace resources. • providing information and support to help individuals interpret or apply the board’s Harassment, RCH, Diversity Management and Regional Code of Conduct policies.
<p>RCH Program Advisor</p>	<p>Work with principals and voluntary school liaisons to help resolve incidents of harassment. This includes:</p> <ul style="list-style-type: none"> • identify and distributing educational resources for school and community use in resolving incidents • presenting or arranging workshops and in-service training as required to resolve incidents • providing information and support to help individuals interpret or apply the policies. 	<p>Provide leadership for the implementation of RCH education programs This includes:</p> <ul style="list-style-type: none"> • working with Program Department staff to identify and distribute resources for school use • developing regular professional development plans as required for implementation of the board’s RCH policy. • presenting or arranging other workshops and in-service training as required for voluntary school liaisons and principals. • providing information and support to help individuals interpret or apply the board’s Harassment and RCH policies.

	Resolving incidents of Harassment	Implementation of RCH Education Programs
<p>Director – Human Resource Services</p>	<p>Work with supervisory and central office staff to resolve incidents of harassment involving employees and non-employees. This includes:</p> <ul style="list-style-type: none"> • promptly arranging for follow up to all reports of harassment received from the Diversity Management Coordinator • hiring and directing the work of external mediators and investigators, as required • providing leadership for all formal investigations • providing leadership to ensure that resolution of incidents is reached within the parameters of relevant collective agreements • working with union representatives, as required • keeping the Superintendent informed • cooperating in investigations of the Nova Scotia Human Rights Commission that involve school board employees. 	<p>Provide leadership for the implementation of RCH education programs This includes:</p> <ul style="list-style-type: none"> • identifying and distributing resources for employee use • developing regular professional development plans as required for implementation of the board’s Harassment and RCH policies (e.g. employee orientation). • providing information and support to help individuals interpret or apply the board’s Harassment, Diversity Management and RCH policies.
<p>School Administration Supervisors</p>	<p>Work with principals and central office staff to resolve incidents of harassment involving students, school-based employees and non-employees. This includes:</p> <ul style="list-style-type: none"> • promptly arranging for follow-up to all reports of harassment received from the Diversity Management Coordinator • keeping School Administration Coordinators informed • providing leadership for implementation of the board’s <i>Parent Concern Protocol</i>, with assistance from the Diversity Management Coordinator, RCH Program Advisor, and 	<p>Provide leadership for the implementation of RCH education programs This includes:</p> <ul style="list-style-type: none"> • identifying and distributing resources for principals • working with the Director – Human Resource Services, Diversity Management Coordinator, and RCH Program Advisor to develop ongoing professional development plans for principals, as required for implementation of the board’s Harassment, Diversity Management, and RCH policies. • providing information and support to help principals interpret or apply the board’s Harassment, Diversity

	Resolving incidents of Harassment	Implementation of RCH Education Programs
	Director – Human Resource Services when parent concerns involve incidents of harassment.	Management, and RCH policies
RCH & Sexual Harassment Voluntary School Liaison Persons	<p>Responding to all incidents between students:</p> <ul style="list-style-type: none"> • Receiving and acting on informal and formal complaints in a timely manner • Completing, or assisting the principal to complete Form C - Harassment Reporting Form for Incidents Reported by Students • Working in partnership with principals and other school staff to bring the complaint to resolution (if possible) 	<p>Responsibilities related to facilitating education programs include,</p> <ul style="list-style-type: none"> • Distribution of resources for school and community use • Presentation of or provision for workshops/in-services • Involvement in the development of school action plans • Participation in professional development • Provision of information and support to individuals requiring assistance related to the policies

Summary of Actions and Reporting Requirements for All Incidents of Harassment

Note: The following chart summarizes key steps in reporting and responding to incidents of harassment. Please refer to relevant sections of the board’s procedures for further details.

Harassment scenarios	First step	If not resolved...	Documentation and Reporting
Student/Student (Section 2)	Voluntary School Liaison	<ol style="list-style-type: none"> 1. Voluntary School Liaison notifies principal who then assumes responsibility for resolution. 2. If the incident is not resolved, the principal notifies the Diversity Management Coordinator who assumes joint responsibility for resolution with the principal and RCH Program Advisor or School Administration Supervisor, as required. 	<p>A: For incident resolved by Voluntary School Liaison:</p> <ol style="list-style-type: none"> 1. Voluntary School Liaison completes Form C when incident is first reported and addressed, and gives the form to the principal. 2. Principal sends a copy to the Diversity Management Coordinator. 3. Diversity Management Coordinator sends copy of the completed Form C to the RCH Program Advisor and School Administration Supervisor for information. <p>B: For incident that is not resolved:</p> <ol style="list-style-type: none"> 1. Principal creates separate file and documents all further proceedings. 2. In cases where discipline is involved for one or more students, principal completes and files all documentation according to the <i>Regional Code of Conduct</i> and provincial <i>Student Records Policy</i>.
Student/ Non-Employee (Sections 2 and 3)	Principal	Principal notifies the Diversity Management Coordinator who assumes joint responsibility for resolution with the principal and School Administration Supervisor as required. If a student is named as the respondent, the Diversity Management Coordinator may also request assistance from the RCH Program Advisor.	<p>A: For incident resolved at the school level:</p> <ol style="list-style-type: none"> 1. Principal completes Form C if a student is the complainant, or Form D if a non-employee is the complainant. 2. Principal sends completed Form C or D to the Diversity Management Coordinator. 3. Diversity Management Coordinator sends a copy of the completed Form C or D to the RCH Program Advisor and School Administration Supervisor for information.

Harassment scenarios	First step	If not resolved...	Documentation and Reporting
			<p>B: For incident that is not resolved:</p> <ol style="list-style-type: none"> 1. Principal creates separate file and documents all further proceedings. 2. In cases where discipline is involved for one or more students, principal completes and files all documentation according to the <i>Regional Code of Conduct</i> and provincial <i>Student Records Policy</i>.
<p>Student/Employee (Sections 1 and 2)</p>	<p>Principal if the employee is a school-based employee.</p> <p>Principal and appropriate supervisor if the employee is not school based (e.g. central office, operations)</p>	<p>Principal notifies the Diversity Management Coordinator who assumes joint responsibility for resolution with the principal or principal and employee’s supervisor.</p> <p>Diversity Management Coordinator will involve School Administration Supervisor, Director – Human Resource Services and RCH Program Advisor as required.</p> <p>Where an employee is not school based the Director of the relevant department (Financial Services, School Administration, Program, Operations) may also be involved.</p>	<p>A: For incident resolved at the school level:</p> <ol style="list-style-type: none"> 1. Principal completes Form A if an employee is the complainant, and Form C if a student is the complainant. 2. Principal sends completed Form A or C to the Diversity Management Coordinator. 3. Diversity Management Coordinator sends a copy of the completed Form A or C to the RCH Program Advisor, the School Administration Supervisor, and Director – Human Resource Services for information. <p>B: For incident that is not resolved:</p> <ol style="list-style-type: none"> 1. If student is the complainant, principal creates separate file and documents all further proceedings. If employee is the complainant, employee’s supervisor or other appropriate person creates separate file and documents all further proceedings. 2. If an employee is the complainant and requests a formal investigation of the incident, the employee will complete Form B and send it to the Diversity Management Coordinator, who will immediately inform the Director – Human Resource Services. 3. In cases where discipline is involved for one or more students, documentation will be completed and filed according to the <i>Regional Code of Conduct</i> and provincial

Harassment scenarios	First step	If not resolved...	Documentation and Reporting
			<p><i>Student Records Policy.</i></p> <p>4. In cases where discipline is involved for one or more employees, records will be filed and retained according to relevant collective agreements.</p>
Employee/Employee (Section 1)	Immediate Supervisor or other person in authority (see Handbook, Section 11, Contact Information)	<p>Supervisor or person in authority who received the complaint notifies the Diversity Management Coordinator who assumes joint responsibility for resolution with the supervisor(s).</p> <p>Diversity Management Coordinator will involve School Administration Supervisor, Director – Human Resource Services as required. The Director of the employee’s department (Financial Services, School Administration, Program, Operations, Board Services) may also be involved.</p> <p>In cases where an employee requests conflict mediation as a strategy for resolving the incident, the Diversity Management Coordinator may appoint a qualified conflict management consultant or mediator (HRSB employee or external consultant).</p> <p>In cases where an employee requests a formal investigation, the Diversity Management Coordinator may appoint a qualified external investigator.</p>	<p>A: For incident resolved at the site:</p> <ol style="list-style-type: none"> 1. Supervisor and complainant complete Form A. 2. Supervisor sends completed Form A to the Diversity Management Coordinator. 3. Diversity Management Coordinator sends a copy of the completed Form A to the Director – Human Resource Services for information. <p>B: For incident that is not resolved:</p> <ol style="list-style-type: none"> 1. Supervisor creates separate file and documents all further proceedings. 2. If an employee requests a formal investigation of the incident, the employee will complete Form B and send it to the Diversity Management Coordinator, who will immediately inform the Director – Human Resource Services. 3. In cases where discipline is involved for one or more employees, records will be filed and retained according to relevant collective agreements. 4. If incident is resolved, the supervisor will forward all documents to Human Resource Services.

<p>Employee/ Non-Employee (Sections 1 and 3)</p>	<p>Immediate Supervisor or other person in authority if employee is complainant. <i>or</i> Person in authority at the site where the alleged harassment took place (e.g., principal, coordinator, manager, etc.) if non-employee is complainant</p>	<p>Supervisor or person in authority who received the complaint notifies the Diversity Management Coordinator, who assumes joint responsibility for resolution with the supervisor (s).</p> <p>Diversity Management Coordinator will involve School Administration Supervisor and Director – Human Resource Services as required. The Director of the employee’s department (Financial Services, School Administration, Program, Operations, Board Services) may also be involved.</p> <p>In cases where the complainant requests conflict resolution or mediation as a strategy for resolving the incident, the Diversity Management Coordinator may appoint a qualified conflict resolution consultant or mediator (HRSB employee or external consultant).</p> <p>In cases where the complainant requests a formal investigation, the Diversity Management Coordinator may appoint a qualified external investigator.</p>	<p>A: For incident resolved at the site:</p> <ol style="list-style-type: none"> 1. If the complainant is an employee, the supervisor and complainant complete Form A. If the complainant is a non-employee, the supervisor and complainant complete Form D. 2. Supervisor sends completed Form A or D to the Diversity Management Coordinator. 3. Diversity Management Coordinator sends a copy of the completed Form A or D to the Director – Human Resource Services for information. <p>B: For incident that is not resolved:</p> <ol style="list-style-type: none"> 1. Supervisor creates separate file and documents all further proceedings. 2. If an employee requests a formal investigation of the incident, the employee will complete Form B and send it to the Diversity Management Coordinator, who will immediately inform the Director – Human Resource Services. 3. In cases where discipline is involved for one or more employees, records will be filed and retained according to relevant collective agreements.
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APPENDIX B

Form A – Harassment Reporting Form for Incidents Reported by HRSB Employees

Form B – Request for Formal Investigation of Harassment Reported by HRSB Employees

Form C – Harassment Reporting Form for Incidents Reported by Students

Form D – Harassment Reporting Form for Incidents Reported by Non-Employees

Form E – Request for Formal Investigation of Harassment Reported by Non-Employees

C O N F I D E N T I A L

Harassment Reporting Form for Incidents Reported by HRSB EMPLOYEES

To be completed by the complainant or employees in supervisory positions who receive a harassment complaint.

Date Name of Complainant

Job Title

Site Where Incident(s) Reported

Site(s) Where Incident(s) Occurred

Statement of Complaint (Please attach any supporting or additional information)

Date(s) of Incident(s)

Alleged Offender(s)

Alleged Offender(s) Status

HRSB Employee

Parent

Community Member

Other (please specify)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Student

Contractor or Service Provider

<input type="checkbox"/>
<input type="checkbox"/>

<u>Complainant's Contact Information:</u>	
Telephone:	Home: Work:
Cell:
Email:

<u>FOR OFFICE USE ONLY</u>	
<u>Respondent's Contact Information:</u>	
Telephone:	Home: Work:
Cell:
Email:

Description of Incident(s)

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Action requested by complainant

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Complainant Signature

Date

Recorded by

Date

Original: Supervisor/Principal
Copy: Diversity Management Coordinator
Complainant
Respondent

May include copy to: Parent(s)/Guardian if respondent is a student
(Decision made in consultation with the Coordinator, Diversity Management)

DO NOT FAX

Please send the form by mail, marked “**Confidential**” to the Diversity Management Coordinator
The forms must be stored in a secured area, at the site.

C O N F I D E N T I A L

Request for Formal Investigation of Harassment Reported by HRSB EMPLOYEES

To be completed by the complainant.

Date Name

Job Title

Site Where Incident(s) Reported

Site(s) Where Incident(s) Occurred

Statement of Complaint (Please attach any supporting or additional information)

Date(s) of Incident(s)

Alleged Offender(s)

Alleged Offender(s) Status

HRSB Employee

Parent

Community Member

Other (please specify)

Student

Contractor or Service Provider

Complainant's Contact Information:

Telephone: Home: Work:

Cell:

Email:

FOR OFFICE USE ONLY

Respondent's Contact Information:

Telephone: Home: Work:

Cell:

Email:

Description of Incident(s)
(Refer to Form A if submitted at an earlier date)

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Action taken previously to resolve complaint

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Reason for Requesting Formal Investigation

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Complainant Signature

Date

Supervisor's Signature

Date

Original: Supervisor/Principal
Copy: Diversity Management Coordinator
Complainant
Respondent

May include copy to: Parent(s)/Guardian if respondent is a student
(Decision made in consultation with the Coordinator, Diversity Management)

DO NOT FAX

Please send the form by mail, marked "**Confidential**" to the Diversity Management Coordinator
The forms must be stored in a secured area, at the site.

C O N F I D E N T I A L

Harassment Reporting Form for Incidents Reported by STUDENTS

For incidents between students, this form is to be completed by the Voluntary School Liaison for RCH or the Voluntary School Liaison for Sexual Harassment, and immediately forwarded to the principal.

For incidents involving students with employees or non-employees, this form is to be completed by the principal or vice-principal who receives the complaint.

Date Reported by

School Name:

Contact Number:

Site Where Incident(s) Reported

Site(s) Where Incident(s) Occurred

Date(s) and Time(s) of Incident(s)

Alleged Offender(s)

Alleged Offender(s) Status

HRSB Employee

Parent

Community Member

Other (please specify)

Student

Contractor or Service Provider

Description of Incident(s) - attach any supporting or additional information

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Immediate Action(s) Taken

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Follow-up Action(s) Expected (Short and Long-term)

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Parent/Student Signature

Date

Principal's Signature

Date

Original: Supervisor/Principal
Copy: Diversity Management Coordinator
Complainant
Respondent

May include copy to: Parent(s)/Guardian if respondent is a student
(Decision made in consultation with the Coordinator, Diversity Management)

DO NOT FAX

Please send the form by mail, marked "**Confidential**" to the Diversity Management Coordinator
Copies of the forms must be stored in a secured area, at the site.

C O N F I D E N T I A L

Harassment Reporting Form for Incidents Reported by NON-EMPLOYEES

To be completed by employees in supervisory positions who receive a harassment complaint.

Date

Name of Complainant

Complainant's Role (e.g. Volunteer, Contractor)

Site Where Incident(s) Reported

Site(s) Where Incident(s) Occurred

Statement of Complaint (Please attach any supporting or additional information)

Date(s) of Incident(s)

Alleged Offender(s)

Alleged Offender(s) Status

HRSB Employee

Parent

Community Member

Other (please specify)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Student

Contractor or Service Provider

<input type="checkbox"/>
<input type="checkbox"/>

<u>Complainant's Contact Information:</u>	
Telephone:	Home: Work:
Cell:
Email:

<u>FOR OFFICE USE ONLY</u>	
<u>Respondent's Contact Information:</u>	
Telephone:	Home: Work:
Cell:
Email:

Description of Incident(s)

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Action requested by complainant

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Complainant Signature

Date

Recorded by

Date

Original: Supervisor/Principal
Copy: Diversity Management Coordinator
Complainant
Respondent

May include copy to: Parent(s)/Guardian if respondent is a student
(Decision made in consultation with the Coordinator, Diversity Management)

DO NOT FAX

Please send the form by mail, marked **“Confidential” to the Diversity Management Coordinator**
All documents must be stored in a secured area, at the site.

C O N F I D E N T I A L

Request for Formal Investigation of Harassment Reported by NON-EMPLOYEES

To be completed by employees in supervisory positions who receive a harassment complaint.

Date

Name of Complainant

Complainant's Role (e.g. Volunteer, Contractor)

Site Where Incident(s) Reported

Site(s) Where Incident(s) Occurred

Statement of Complaint (Please attach any supporting or additional information)

Date(s) of Incident(s)

Alleged Offender(s)

Alleged Offender(s) Status

HRSB Employee

Parent

Community Member

Other (please specify)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Student

Contractor or Service Provider

Complainant's Contact Information:

Telephone: Home: Work:

Cell:

Email:

FOR OFFICE USE ONLY

Respondent's Contact Information:

Telephone: Home: Work:

Cell:

Email:

Description of Incident(s)
(Refer to Form D if submitted at an earlier date)

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Action taken previously to resolve complaint

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Reason for Requesting Formal Investigation

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Complainant Signature

Date

Supervisor's Signature

Date

Original: Supervisor/Principal
Copy: Diversity Management Coordinator
Complainant
Respondent

May include copy to: Parent(s)/Guardian if respondent is a student
(Decision made in consultation with the Coordinator, Diversity Management)

DO NOT FAX

Please send the form by mail, marked "**Confidential**" to the Diversity Management Coordinator.
All documents must be stored in a secured area, at the site