

Harassment Defined

- a) 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;
- b) Workplace sexual harassment

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not considered workplace harassment.

Workplace Sexual Harassment Defined

- a) 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;
- b) 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.

**The Toronto Catholic District School Board recognizes that its school system, consistent with the protection afforded in the Constitution Act 1867 and confirmed in the Canadian Charter of Rights and Freedoms, gives pre-eminence to the tenets of Roman Catholicism. Subsection 19 (1) of the Ontario Human Rights Code provides that "This Act shall not be construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the Constitution Act, 1867 and the Education Act". The Board does not relinquish these rights.*

Other Services Provided by the Conflict Resolution Department

- Confidential Consultation
- Mediation
- Facilitation Meetings
- Educational Workshops
- Referrals to Community Supports or Services

For More Information

All referenced TCDSB policies are available online under the TCDSB Policy Register or through the Conflict Resolution Department.

If you require further information about policies or services provided by the Conflict Resolution Department contact (416) 222-8282, ext. 2363

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Conflict Resolution Department

Human Resources Department
Toronto Catholic District School Board

TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2016-2017

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CONFLICT RESOLUTION DEPARTMENT

An Overview of the Services
Offered
to all Toronto Catholic District
School Board Stakeholders



*Angela Gauthier, Director of Education
Angela Kennedy, Chair of the Board*

The Toronto Catholic District School Board is a Catholic educational community committed to the creation of an environment which fosters mutual respect for the dignity and well-being of all stakeholders including but not limited to students, staff, parents and volunteers and focuses on working towards mutually acceptable solutions that are consistent with relevant Board policies.

How the Conflict Resolution Department can assist you with your concern

The department can guide you in addressing your concern through relevant Board policies such as:

H.M 19- Conflict Resolution

- The TCDSB is committed to and supports the settlement of conflict over matters under its jurisdiction in a manner consistent with Gospel Values and its Mission and Vision Statements.

In this policy, conflict pertains to issues, disagreements or disputes concerning the general operation of the school or the workplace, including a complaint against a staff member, or the administration and interpretation of the TCDSB policies, but not to disputes with TCDSB policies and motions themselves.

The Scope of the Policy includes

- Conflict which may occur between the staff and TCDSB community and between different members of the TCDSB community including parents. Conflicts between students are the exception as they are governed under the Board's Safe Schools Policy.

Approaches to Resolving Conflict

- Foster a climate of openness, tolerance and trust;
- Encourage resolution which is early, informal and close to the source of conflict as possible; (local level)
- Offer the services of a trained facilitator through the Conflict Resolution Department if and when requested by the parties involved;
- Provide a formal mechanism for the resolution of cases which have reached an impasse at the local level.

H.M 30- Complaint Against a Staff Member

A complaint against a staff member will be dealt with in a just, timely manner that respects the dignity and rights of all parties involved.

Members of Board and administrative staff will make every reasonable effort to encourage and support resolution of the matter at the local level by the parties most directly involved in the matter.

Responding to Complaints will be Governed by the Following Principles and Practices

- Complainants have a right to have their complaint dealt with in an appropriate and timely manner.
- Anonymous complaints shall not be acted upon.
- Efforts to address the complaint will be consistent with applicable provisions of collective agreements, legislation and policies.
- Where the Complainant has dealt directly with the staff member and is not satisfied with the response or the manner in which the matter was addressed, the Complainant or staff member may ask the Superordinate to assist with the resolution process.

- A staff member has a right to be informed, as soon as practicable (usually within 3 working days), of the nature and the specifics of a complaint. A staff member has the right to be aware of and involved at, a committee meeting of the Board where a complaint is to be heard, as well as other meetings involving the Complainant, Superordinates or Trustees.

H.M 14- Harassment and Discrimination

This Policy commits the TCDSB to providing an environment that promotes professionalism and ethical behaviour consistent with its Code of Conduct. The policy affirms the Catholic teachings that all women, men and children share a common dignity and deserve to be treated with the respect and consideration worthy of followers of Christ. It therefore, requires all persons to exercise behaviour that facilitates the creation of an environment that is conducive to the achievement of excellence and the development of one's potential.

This Policy extends to all TCDSB employees, contract employees, parents, students, volunteers and Trustees who are employed by or perform functions for the TCDSB and recognizes that similarly, each of these groups has the right of freedom of harassment and discrimination in the workplace.

The TCDSB is committed to ensuring that harassment and discrimination as defined by legislation and within this policy will not be tolerated by the Board. In keeping with its values and legal responsibilities as an employer, the Board will treat any complaint of harassment, sexual harassment and discrimination as a serious matter. Investigation of any complaint will be completed in a way that is objective, free from conflict of interest or power-based bias.

Discrimination Defined

The unfair treatment because of race, sex, colour, ancestry, place of origin, ethnic origin, marital status, sexual orientation, age, disability, citizenship, family status, record of offences, religion (creed), gender identity and gender expression.