

Are there provisions to appeal decisions?

Yes. The complainant and respondent may appeal the decision and/or the consequences in writing to the Director of Education within two weeks. Such an appeal is to be reviewed by the Director and a report provided to the respondent and the complainant within 30 days.

Are there limitations to the Board's policy?

Yes. Reasonable supervisory practices are not considered personal harassment. As well, vexatious and/or malicious complaints may themselves be considered a form of personal harassment.

The policy makes reference to a code of practice. What is meant by that term?

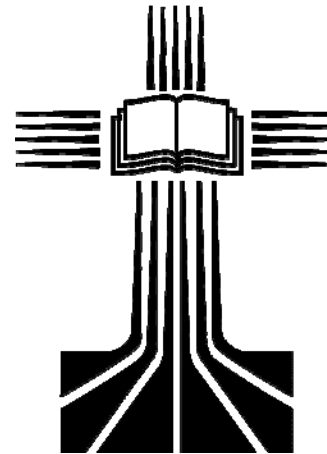
Eliminating and preventing personal harassment means ensuring positive personal relationships among staff members. To do so requires open and honest discussions as to acceptable and appropriate behaviour between individuals. The Board asks that all staff take the time to talk amongst themselves to make clear what constitutes such behaviour. Open dialogue can help set clear expectations for all staff members.

Does this policy apply to students and parents?

No. Concerns related to students or parents are a separate issue.

Where can I get more information on personal harassment?

Information is available from Human Resource Services. As well, if differences are not resolved, the Saskatchewan Human Rights Commission, the Occupational Health and Safety Act and the C.U.P.E. Collective Agreements provide guidance with respect to personal harassment.



**GREATER
SASKATOON
CATHOLIC
SCHOOLS**

**“Relationships Characterized
by Mutual Respect”**

**Questions and Answers about
Personal Harassment**

PURPOSE

The purpose of this brochure is to provide staff members with information on personal harassment and on the policy of the Board of Education which addresses personal harassment.

The brochure is intended to answer some basic questions only. For more information please contact your Unit Superintendent.

A STATEMENT OF BELIEF

Greater Saskatoon Catholic Schools are committed to the belief that schools and other places of work are centres of hope and growth. It is expected that all personal interactions and relationships are characterized by mutual respect which acknowledges the dignity and affirms the worth of each person. It is the responsibility of each individual in the school division to conduct themselves such that personal interactions and relationships are free of personal harassment.

The Board's Mission Statement also emphasizes the importance of Catholic schools as special places which should strive to be examples of Christian community.

QUESTIONS AND ANSWERS

What is personal harassment?

Personal harassment is defined as any objectionable conduct, comment, or display directed at another based on, but not limited to, gender, race or place of origin, physical appearance, age, or disability. Examples of such harassment may include:

- unwanted physical contact;
- inappropriate jokes or teasing;
- displaying derogatory materials.

In general, personal harassment is conduct which may reasonably cause hurt, humiliation, or awkwardness so as to negatively affect an individual's health, work relationships, or job performance.

Does the Board of Education have a policy on personal harassment?

Yes. The policy was approved by the Board on June 19, 1996. The policy defines personal harassment and describes the procedures which staff shall follow in the event of an allegation.

What should a staff member do if he/she has concern about personal harassment?

Normally, he/she would first talk to the immediate supervisor or Superintendent of Education to obtain advice. The policy recommends three courses of action for such a concern or complaint:

First, it is generally accepted that problems in interpersonal relationships are best resolved through personal contact of those involved. The policy strongly supports the resolution of a complaint between staff members. Personal contact should be the first step.

Second, if personal contact does not resolve a conflict or a complainant does not wish to approach a respondent, the policy provides for an oral review. This may involve interviews conducted by the supervisor or Superintendent of Education.

The Third step is a formal review conducted by a Superintendent of Education. This process involves a written report, a summary of which in confirmed cases, will become part of the respondent's record.

What may happen to someone found guilty of personal harassment?

The results of the review can recommend:

- verbal or written reprimand;
- suspension;
- dismissal.

Is there support for victims of personal harassment?

Yes, the Board sponsors an Employee and Family Assistance Program through Catholic Family Services and Personnel Performance Consultants.

