

FOSTERING SAFE WORKING & LEARNING ENVIRONMENTS

WHAT EVERY PARENT & CAREGIVER NEEDS TO KNOW



Respect in the Workplace

Based on new Provincial Legislation, the Limestone District School Board has implemented two new procedures: **Respect in the Workplace and Violence in the Workplace.**

The goal of these procedures is to foster safe learning and working environments so that staff and students can work and learn without fear of harassment, discrimination, and violence.

These procedures apply not only to staff and students, but also to parents/legal guardians, members of the broader school community as well as the general public.

Under the Occupational Health & Safety Act, the Limestone District School Board has specific responsibilities relating to workplace harassment and violence, including developing and implementing programs aimed at reporting, investigating and addressing harassment and violence concerns.

Anti-Harassment & Violence

Workplace Harassment

Harassment is defined as improper comment or conduct that a person knows or should know would be unwelcome, offensive, embarrassing or hurtful. It may result from one incident or a series of incidents and may be personal in nature or based on one of the grounds identified under the Ontario Human Rights Code.

Sources of Harassment & Violence

Staff may face harassment or violence in any workplace, from any person in that workplace. The harassing or violent person may be another staff member, student, parent or guardian, or member of the broader school community, including a domestic/intimate partner.

Both workplace harassment and violence have the potential to negatively impact many individuals. Please help us to ensure our workplaces remain harassment and violence-free.

Workplace Violence

Workplace violence is defined as:

- The exercise of physical force by a person against a staff member, in a workplace, that causes, or could cause, physical injury to the employee
- An attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the worker; and/or,
- A statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

Domestic Violence

Domestic violence may also become a form of workplace violence when it occurs in the workplace. Examples may include physical violence, sexual, emotional and psychological intimidation; verbal abuse, stalking, and using electronic devices to harass and control.

Although anyone can be the victim of domestic violence, women represent the overwhelming majority of victims.

For Additional Information

For more information, the complete Violence in the Workplace and Respect in the Workplace procedures can be found on the Board website under Our Board → Board Documents → Administrative Procedures → Section 400-Personnel & Staff Relations.

Board Contacts

Should you wish to speak to a Board representative with respect to either of these procedures, you may contact:

Susan McWilliams,
Manager of Human Resources
Phone: 613-544-6925, ext. 243

Bill Madden
Human Resources Consultant
Phone: 613-544-6925, ext. 289

Additional Resources

Ministry of Labour
www.labour.gov.on.ca

Workplace Safety & Insurance Board
www.wsib.on.ca

Industrial Accident Prevention Association
www.iapa.ca

Ontario Human Rights Commission
www.ohrc.on.ca

EXAMPLES OF WORKPLACE HARASSMENT & VIOLENCE

There is a continuum of unwanted behaviours that can occur in a workplace, ranging from offensive remarks to violence.

Examples of harassment and/or violence include, but are not limited to:

- Frequent angry yelling, shouting and blow-ups
- Regular use of profanity and abusive or violent language
- Verbal and/or written threats
- Intimidation and/or bullying
- Unsubstantiated criticism
- Unreasonable demands
- Targeting individuals
- Violent behaviours, such as slamming doors or throwing objects
- Physical violence such as shoving, hitting, pushing or kicking
- Displays of any kind of weapon
- Threatening messages relayed through a third person



Workplace harassment or violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff and students.

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