

Administrative Procedure 171

RESPECT IN THE WORKPLACE

Background

The inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs. The Division is committed to the creation of a working environment which fosters mutual respect for the dignity and well-being of all employees, contractors and volunteers. All employees, contractors and volunteers are expected to act respectfully and professionally towards other individuals while at work and while participating in any work-related activities. Workplace harassment and workplace violence will not be tolerated.

The work of the Division is built on the teachings and living example of Jesus. Those teachings centre on relationships with God and relationships with each other. A significant role for each person within the Division is to model and encourage the development of healthy and life-giving relationships. The Division also challenges members of its community to be sensitive to the effect of harmful relationships on individuals and on the life of the community.

Harassment is an example of behaviour which can cause damage in relationships and, as such, must be addressed by Catholic education communities.

Catholic tradition teaches that each person must be treated with reverence and dignity because each is made in the image and likeness of God. Workplace harassment and workplace violence violate the essential dignity of the human person and have no place in an organization which espouses and promotes Gospel values.

All employees, contractors, partners and volunteers have a right to a respectful work environment free of workplace harassment and workplace violence. Any act of workplace harassment or workplace violence shall be considered unacceptable conduct whether that conduct occurs at work, on Division grounds, or at Division sponsored activities. Accordingly, the Division will ensure that appropriate measures are taken to discourage and deal quickly and effectively with workplace harassment and workplace violence. Any failure to adhere to this Administrative Procedure may result in discipline up to, and including, termination.

No individual will be penalized for making a complaint or giving evidence in an investigation of workplace harassment or workplace violence unless it is malicious and/or without foundation. In this circumstance, the Division will take action as deemed appropriate. This could include disciplinary action.

Definitions

Complainant - A person who believes s/he has been harassed or subjected to workplace violence and who seeks recourse pursuant to this Administrative Procedure.

Respondent - A person against whom an allegation of workplace harassment or violence has been made pursuant to this Administrative Procedure.

Workplace harassment includes harassment based on one of the protected grounds in the Alberta Human Rights Act (race, religious beliefs, colour, gender, physical disability, mental disability, age,

ancestry, place of origin, marital status, source of income, family status, sexual orientation, gender expression or gender identity) and is one or a series of incidents involving improper and unwelcome conduct:

- when such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group;
- when submission to such conduct is made either implicitly or explicitly a condition of employment or is used as basis for any employment decision; or
- when such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Workplace violence means the threatened, attempted or actual conduct of a person that threatens to cause, causes or is likely to cause physical injury to another. Examples of workplace violence include, but are not limited to:

- threatening behaviour such as shaking fists, destroying property or throwing objects;
- verbal or written threats that express an intent to inflict harm;
- physical attacks; or
- any other act that would arouse fear in a reasonable person in the circumstances.

Procedures

1. The Manager, Employee Relations, Human Resource Services will provide support and assistance in accordance with Administrative Procedure 171 - Respect in the Workplace.
2. The complainant and respondent are to work constructively with each other and their supervisor to understand and resolve any issue of workplace harassment or violence prior to filing a complaint. While informal resolution is encouraged, it may not be appropriate to attempt to deal with a complaint related to workplace violence by informal means.
3. Informal Complaint - Complainants who believe they have been the subject of workplace harassment or violence are to make their objection clearly known to the respondent. Complainants are to seek support of their immediate supervisor as to how to proceed. Complaints made in the informal process must be done in a timely fashion. In the case of workplace violence complainants are only to engage in the informal resolution process if they feel safe and able to do so.
4. Formal Complaint - A formal complaint may proceed in the following instances:
 - 4.1 The complaint involves workplace violence and it is not appropriate to attempt to resolve it through informal means; or
 - 4.2 If the complaint has not been resolved at the informal level; or
 - 4.3 Should the harassment or workplace violence continue; or
 - 4.4 If the nature of the alleged harassment or violence is determined as serious by the immediate supervisor.

The filing of the written formal complaint must be done in a timely fashion.

5. All complaints shall be filed and handled in accordance with the procedures set out in Administrative Procedure 171 - Respect in the Workplace.
6. Upon the filing of a workplace harassment or violence complaint (whether informal or formal), the complainant and respondent must be provided with a copy of the Administrative Procedure 171 - Respect in the Workplace and have access to any administrative procedures.
7. This Administrative Procedure does not prevent the complainant from filing a complaint with the Alberta Human Rights Commission if appropriate.
8. Please refer to the document "[A Guide to Understanding our Respect in the Workplace Procedure](#)" for further information.

Adopted: April 3, 2000

Reviewed/Revised: June 27, 2003, June 7, 2007, June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 11, 33, 51, 52, 53, 54, 197, 204, 222
Alberta Human Rights Act
Child Youth and Family Enhancement Act
Employment Standards Code
Occupational Health and Safety Act
Canadian Charter of Rights and Freedoms
Criminal Code
Student Record Regulation 97/2019
ATA Code of Professional Conduct