

# Workplace Harassment 2023

## 1.1 Title



## Workplace Harassment and Workplace Sexual Harassment

Legislative Reference: OHS  
Board Policy: BA-06  
Last Revised: August 2023

### Notes:

The Workplace Harassment and Workplace Sexual Harassment training module was developed in accordance with the GECDSB's Workplace Harassment and Workplace Sexual Harassment Prevention Management Program under Policy BA-06.

## 1.2 Introduction

### Workplace Harassment

Can undermine a person's dignity

Prevent Workers from doing their jobs effectively

Is unacceptable



#### Notes:

Workplace harassment can undermine a person's dignity. It can prevent Workers from doing their jobs effectively. Workplace harassment, left unchecked, has the potential to escalate into violent behaviour.

The Greater Essex County District School Board supports protection from workplace harassment and workplace sexual harassment as defined under the Ontario Human Rights Code and the Occupational Health and Safety Act (OHS) for all employees.

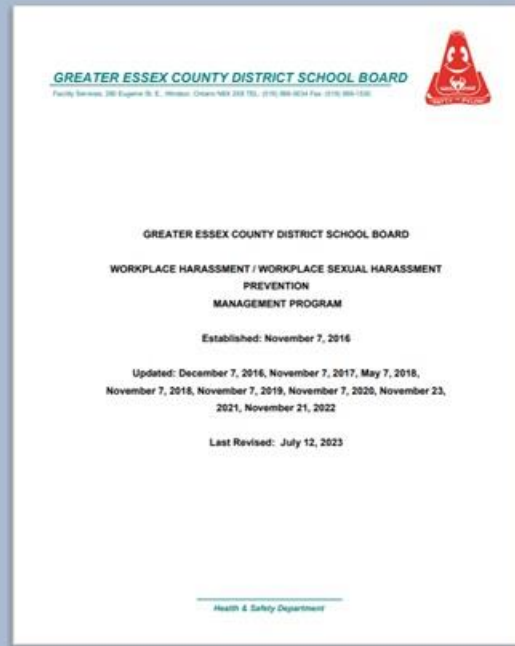
Harassment in the workplace is unacceptable. Everyone should be able to work without fear of workplace harassment/workplace sexual harassment in a safe and healthy workplace.

## 1.3 Application

### Application

Workplace Harassment/Workplace Sexual Harassment Management Program applies to all staff employed by the Board including all Workers (as well as secondary and post-secondary Coop Students), Supervisors, Superintendents and the Employer (i.e. Director of Education)

It has joint applications with respect to interactions and altercations with Students, Parents, Contractors, Trustees, and others at all Board sites



#### Notes:

The Workplace Harassment/Workplace Sexual Harassment Prevention Management Program applies to all staff employed by the Board. This includes Workers (as well as secondary and post-secondary Coop Students), Supervisors, Superintendents and the Employer (i.e. Director of Education). It also has joint applications with respect to interactions and altercations with Students, Parents, Contractors, Trustees, and others at all Board work sites.

## 1.4 Definitions

### Workplace Harassment

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 workplace sexual harassment.

### Workplace Sexual Harassment

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

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.

#### Notes:

What is Workplace Harassment?

OHSa defines "Workplace Harassment" as:

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 workplace sexual harassment.

What is Workplace Sexual Harassment?

OHSa defines "Workplace Sexual Harassment" as:

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.

## 1.5 Clarification

<b>Clarification</b> When assessing whether the behaviour is harassment consider the components of the definition	<b>Course</b> A pattern of behaviour over a period of time which has a negative effect (can also be single incident)	<b>Vexatious</b> Complaint made for purpose of vexing, annoying or embarrassing; was not calculated to lead to any practical result; intention was to mislead
	<b>Frivolous</b> From initial review not possible to substantiate because no specific allegations or information has been provided	<b>Comment or Conduct</b> Behaviours can include but are not limited to conversations, jokes, posters, name calling, threats, emails, screen savers, social media activity etc.

When assessing whether the behaviour being experienced amounts to harassment it is helpful to consider the components of the definition.

**A course:** In almost all cases, harassment is a pattern of behaviour occurring over a period of time which has a negative effect on the target(s) and/or the environment. However, one single incident can constitute harassment when it is demonstrated that it has caused significant effect on the target and/or the environment.

**Frivolous:** A frivolous complaint is one that, from a simple initial review, it is evident that it will not be possible to substantiate it because the complainant provided no specific allegations or information surrounding the allegations and, upon request does not provide the necessary information to initiate a proper investigation of precise behaviours, acts, or events.

**Vexatious or made in bad faith:** A vexatious complaint, or one made in bad faith, is about intent. A complaint will fall into this category if it is determined that the complaint was made intentionally for the purpose of vexing, annoying or embarrassing a person; that the complaint was not calculated to lead to any practical result; or that the complainant had the intention to mislead. The standard for establishing a bad faith is high and entails more than just poor judgement or negligence.

**Comment or Conduct:** Behaviours can include but are not limited to conversations, jokes, posters, calendars, name calling, threats, emails, screen savers, social media activity (including posts, likes, reshares, comments) etc.

## 1.6 Clarification

<b>Clarification</b>  When assessing whether the behaviour is harassment consider the components of the definition	<b>Workplace</b>  Board offices, buildings, other locations during or outside working hours, including telephone, social media
	<b>Known or Ought Reasonably to Be Known</b>  The accused harasser is aware the behaviour is inappropriate or others perceive the behaviour to be inappropriate
	<b>Unwelcomed</b>  Unwanted behaviour It may be difficult to object to the unwelcome behaviour

### Notes:

**Workplace:** The workplace is not confined to Board offices and buildings. Protection against acts of harassment and/or sexual harassment extends to incidents occurring away from Board offices and buildings, during or outside normal working hours. This includes a) any location and all facilities where the business of the Board is being carried out; and b) other locations and situations, such as on the telephone, after hours social activities, other activities, or other locations where the prohibited behaviour may have a subsequent impact on the work relationship, environment or performance. This may include electronic and/or social media communications.

**Known or Ought Reasonably to Be Known:** Both subjective (i.e., the accused harasser is aware that the target feels the behaviour is inappropriate) and objective (i.e., a reasonable third party would feel that the behaviour was inappropriate) are considered.

**Unwelcomed:** This is the key aspect of the definition. Consideration must be given to the reasonableness of whether the behaviour is considered unwelcomed. It is important to note that there is no requirement that a person (i.e. target) expressly object to the unwelcomed behaviour. It is recognized that where harassment is present, it may be difficult, perhaps risky, to object to a person's behaviour, particularly when that person holds authority over the target (such as a Supervisor(s)).

## ***1.7 Examples of Workplace Harassment***

### **Examples of Workplace Harassment**

Offensive or intimidating comments or jokes

Bullying or aggressive behaviour

Displaying or circulating offensive pictures or materials

Demeaning or derogatory remarks

Isolating or making fun of a Worker because of one or more protected grounds per the Ontario Human Rights Code

#### **Notes:**

Some examples of workplace harassment are:

- Offensive or intimidating comments or jokes;
- Bullying or aggressive behaviour;
- Displaying or circulating offensive pictures or materials;
- A staff member repeatedly making demeaning and derogatory remarks to others that are intended to belittle a colleague.
- Isolating or making fun of a Worker because of one or more protected grounds per the Ontario Human Rights Code.

## ***1.8 Examples of Workplace Sexual Harassment***

### **Examples of Workplace Sexual Harassment**

A staff member repeatedly makes unwelcomed comments about a colleague's appearance

Leering or inappropriate staring

Isolating or making fun of a Worker because of gender or gender identity

#### **Notes:**

Some examples of workplace sexual harassment are:

- A staff member repeatedly makes unwelcomed comments about a colleague's appearance
- Leering or inappropriate staring;
- Isolating or making fun of a Worker because of gender or gender identity

Comments and/or behaviours beyond this may also constitute workplace harassment or workplace sexual harassment and would also be prohibited.



## 1.9 What is not Workplace Harassment?

### What is not Workplace Harassment?

Differences of opinion, personality conflicts, or minor disagreements between coworkers

Reasonable action by an Employer or Supervisor relating to management and direction of Workers or the workplace

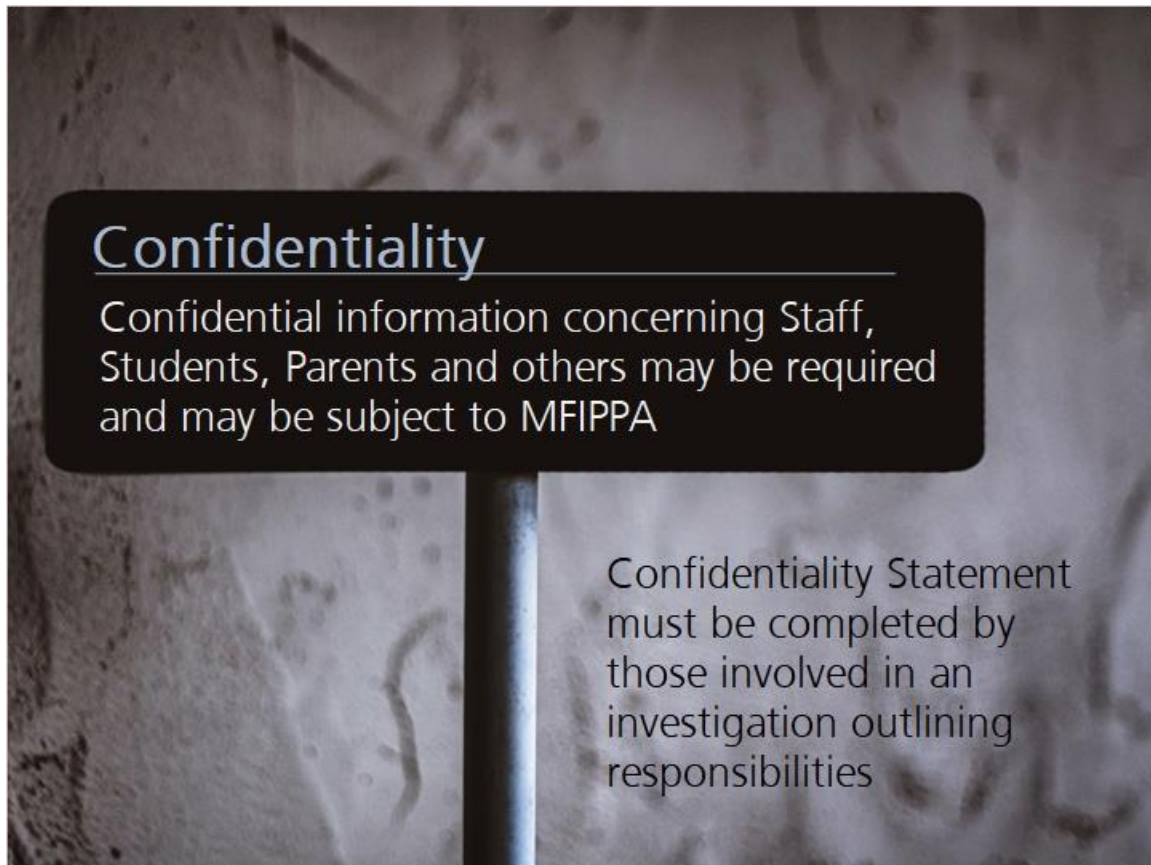
#### Notes:

What is not Workplace Harassment?

Difference of opinion, personality conflicts, or minor disagreements between coworkers do not constitute workplace harassment.

A reasonable action by an Employer or Supervisor relating to the management and direction of Workers or the workplace is not workplace harassment. Examples would be legitimate requests to comply with rules or standards (e.g. employee performance standards, attendance requirements) or appropriate disciplinary action.

## 1.10 Confidentiality



### Notes:

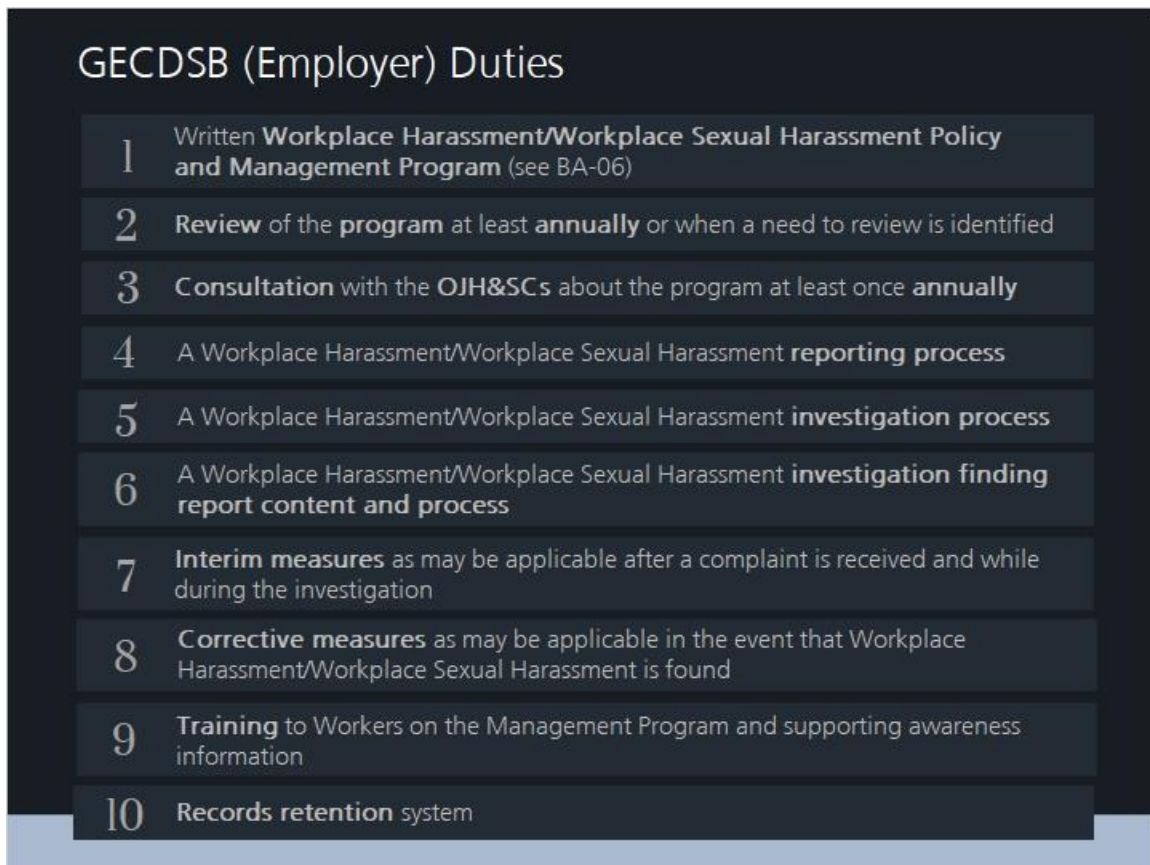
While implementing and maintaining the Workplace Harassment/Workplace Sexual Harassment Prevention Management Program, confidential information concerning Staff, Students, Parents, and others may be required. Such information may be subject to the Municipal Freedom of Information and Protection of Privacy Act "MFIPPA".

Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

All Staff, Students, Parents and others that are involved in an investigation will be required to complete the Board's Confidentiality Statement, which outlines their responsibilities as it relates to confidentiality. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation. All records of the investigation will be kept confidential.

Confidential information that is shared in any other way constitutes a breach of private information and is subject to Board procedures surrounding such breaches. Any employee found willfully violating Board policies and procedures or intentionally sharing confidential information is subject to discipline.

## 1.11 GECDsB (Employer) Duties



The Board, as the Employer, is responsible to protect all Workers from Workplace Harassment and Workplace Sexual Harassment.

To do this, it has established and maintains:

1. A written Workplace Harassment/Workplace Sexual Harassment Policy and Management Program (BA-06)
2. A review of the program at least annually or when a need to review is identified
3. Consultation with the Occupational Joint Health and Safety Committees about the program at least once annually
4. A Workplace Harassment /Workplace Sexual Harassment reporting process
5. A Workplace Harassment/Workplace Sexual Harassment investigation process
6. A Workplace Harassment/Workplace Sexual Harassment investigation finding report content and process
7. Interim measures as may be applicable after a complaint is received and while during the investigation
8. Corrective measures as may be applicable in the event that Workplace Harassment/Workplace Sexual Harassment is found
9. Training to Workers on the Management Program and supporting awareness information
10. A records retention system

## 1.12 Duties



### Notes:

The Employer has appointed the Superintendent of Human Resources as the Program Administrator for the Board's Workplace Harassment/Workplace Sexual Harassment Prevention Management Program. The Superintendent of Human Resources, or other as per Section 4.1, has the responsibility to assign resources to ensure implementation and compliance of the Workplace Harassment/Workplace Sexual Harassment Management Program.

All Supervisors are required to read, understand and enforce the Workplace Harassment/Workplace Sexual Harassment Management Program. They must promote and enforce the Employer's Code of Conduct. Supervisors have the duty to report Workplace Harassment/Workplace Sexual Harassment.

All Workers are required to read and understand the Workplace Harassment/Workplace Sexual Harassment Management Program. They must comply with the Employer's Code of Conduct. Workers have the duty to report incidents or complaints of Workplace Harassment/Workplace Sexual Harassment.

## 1.13 Codes of Conduct

### Codes of Conduct

Use appropriate language

Treat others with dignity and respect

Respect differences in people

Do not engage in any form of bullying

Do not threaten or intimidate another person

Do not engage in hate propaganda

For more information see AP-AD-62 and R-HR-09

#### Notes:

Codes of Conduct have been established for all Employees, Students, Parents, Visitors, and Contractors.

Please remember the following with respect to Workplace Harassment/Workplace Sexual Harassment:

School members must follow all applicable laws, use appropriate language, treat others fairly, with dignity and respect, regardless of race, colour, ethnicity, religion, gender, sexual orientation, age, or disability.

School members shall not engage in any form of bullying, whether in person or through technology, threaten or intimidate another person or engage in hate propaganda or other types of behaviour caused by hate or bias.

Please see the Safe Schools Code of Conduct Administrative Procedure AP-AD-62 and Employee Standards of Conduct Regulation R-HR-09 for more information.

## 1.14 Digital Responsibility

### Digital Responsibility

Never impersonate another person  
Never access or share pornography/offensive material  
Keep confidential information confidential  
Use a professional tone in all digital communications  
Do not share political opinions



#### Notes:

When using technology all school members must remember the following:

- Never impersonate, pose as another person, or falsify your identity in any way.
- Never access or share pornography or offensive material.
- Maintain and respect the security, privacy, and integrity of others. If the Board deems digital content to be personal and confidential, do not access, copy, or circulate the material without authorization.
- Always use a respectful tone in digital communications. Never use profanity or make racist or sexist remarks. Do not send or forward emails containing libelous, hateful, or obscene remarks – even if they are meant to be a joke.
- Never send messages that promote or slander a political party or candidate.

Please reference the Board's Digital Responsibility Regulation R-IT-03 for more information.

## 1.15 Reporting

### How does a Worker report Workplace Harassment/Workplace Sexual Harassment?

All Workers have the duty to report incidents/complaints of Workplace Harassment/Workplace Sexual Harassment either verbally or in writing to their Supervisor per the Internal Responsibility System

All incidents/complaints must be reported as soon as possible after experiencing or witnessing an incident

The Supervisor will notify HR so they can ensure an investigation appropriate to the circumstances is conducted

#### Notes:

All Workers have the duty to report incidents or complaints of Workplace Harassment/Workplace Sexual Harassment. This should be done either verbally or in writing to their Supervisor per the Internal Responsibility System.


An incident or complaint of Workplace Harassment/Workplace Sexual Harassment must be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

The Supervisor and or their respective Superintendent shall notify the Board's Superintendent of Human Resources (or other per section 4.1) of the Workplace Harassment/Workplace Sexual Harassment incident or complaint (upon becoming aware) so that HR can ensure an investigation is conducted that is appropriate in the circumstances.

## 1.16 Report Form

# Report Form

**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**



**APPENDIX A  
WORKPLACE HARASSMENT / WORKPLACE SEXUAL HARASSMENT  
REPORT FORM**

Please refer reference to sections 1 and 4.2 of the Board's Workplace Harassment / Workplace Sexual Harassment Prevention Management Program for further information on when to submit this form based on the specific circumstance of the incident in question.

Last Revised June 29, 2021

Workplace Harassment / Workplace Sexual Harassment incidents or complaints can be reported either verbally or in writing. If such an incident or complaint is being submitted a written format the Employer encourages the usage of this form.

Please note that regardless if verbal or written the Employer is still obligated to ensure an investigation appropriate in the circumstances is conducted into an incident of Workplace Harassment / Workplace Sexual Harassment upon becoming aware.

**REQUIRED INFORMATION**

1. Name(s) of the Worker who has allegedly experienced Workplace Harassment / Workplace Sexual Harassment and contact information

2. Name of the alleged harasser(s), position and contact information (if known)

3. Name(s) of witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)

**REQUIRED INFORMATION**

4. Details of what happened including date(s), frequency and location(s) of the alleged incident(s)

5. Any supporting documents the Worker who complains of Harassment may have in his / her possession that are relevant to the complaint

6. List any documents a witness, other person or the alleged harasser may have in their possession that are relevant to the complaint

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- 2 -

### Notes:

The Board's Workplace Harassment/Workplace Sexual Harassment Report form should be utilized to report incidents or complaints of Workplace Harassment/Workplace Sexual Harassment.



## 1.17 Where can I find the Management Program and Report Form?

Where can I find the Management Program and Report Form?

The screenshot shows the MyGEC website interface. The top navigation bar includes 'MY EMPLOYMENT', 'EMPLOYEE RESOURCES', 'HEALTH AND SAFETY', and 'JOB OPPORTUNITIES'. Under 'HEALTH AND SAFETY', there are links for 'Accessibility', 'Human Rights', 'Workplace Safety and Insurance Board (WSIB)', and 'Health and Safety Binders' (circled in red with a '1'). Below this, there are three panels: 1. 'Emergency Resource Manual' with a 'Learn more' button (circled in green with a '2'). 2. A list of documents under 'Name' with a dropdown arrow: 'Annual Workplace Violence Stats Report & Prevention', 'Workplace Harassment, Workplace Sexual Harassment PMP' (circled in blue with a '3'), and 'Workplace Violence PMP'. 3. A list of documents under 'Name' with a dropdown arrow: 'WH&SHMP Appendix A June 29, 2021.doc' (circled in blue with a '4'), 'WH&SHMP Appendix B.pdf', and 'WH&SHMP July 12, 2023.pdf'.

### Notes:

To access the Workplace Harassment/Workplace Sexual Harassment Report Form, locate the yellow Emergency Resource binder on MyGEC, open the Workplace Harassment Workplace Sexual Harassment Prevention Management Program and then open Appendix A.

## **1.18 Reporting**

### **What if the Workplace Harassment/Workplace Sexual Harassment complaint concerns a Supervisor?**

In the event a Supervisor is the alleged harasser, a Worker is required to report such items to the Supervisor's direct Supervisor

There should be no reporting relationship between a Complainant and the Respondent

### **What if the complaint concerns a member(s) of the Senior Management Team (Superintendents, Director) or the Board of Trustees?**

See 4.1 of the Workplace Harassment/Workplace Sexual Harassment Prevention Management Program for further details

#### **Notes:**

What if the Workplace Harassment/Workplace Sexual Harassment complaint concerns a Supervisor?

In the event a Supervisor is the alleged harasser (i.e. the Respondent), then a Worker is required to report such items to the Supervisor's direct Supervisor/Manager/Superintendent in accordance with OHSA and our Internal Responsibility System. There should be no reporting relationship between a Complainant and a Respondent.

For example, if the person making the harassment complaint is a Teacher and the alleged harasser is their Principal, the Complainant would be required to report such items to their Principal's Supervisor being their Superintendent.

If the Workplace Harassment/Workplace Sexual Harassment complaint concerns a member(s) of the Board's Senior Management Team (Superintendent(s), Director) or the Board of Trustees, please see section 4.1 of the Workplace Harassment/Workplace Sexual Harassment Prevention Management Program for further details.

## **1.19 Reprisal**

**Reprisal** means to threaten or take retaliatory action against an Employee for exercising their rights

Employees will not be penalized, punished, or subject to negative treatment for bringing an incident of discrimination, harassment or violence to the attention of the Board, or for participating in an investigation or resolution of such an incident or complaint

Any form of reprisal or retaliation should immediately be brought to the attention of Human Resources and will result in disciplinary action

### **Notes:**

Reprisal means to threaten or take retaliatory action against an Employee for exercising their rights under this OHSA regulated Policy, Management Program, or under Human Rights. No Employee will be penalized, punished, or subject to negative treatment of any kind for bringing an incident of discrimination, harassment or violence to the attention of the Board, or for participating in an investigation or resolution of such an incident or complaint. Any form of reprisal or retaliation should immediately be brought to the attention of the Human Resources Department and will result in disciplinary action up to and including dismissal. See section 4.7 of the Workplace Harassment/Workplace Sexual Harassment Prevention Management Program for further details.

## ***1.20 Commitment to Investigate***

### **Commitment to Investigate**

Upon receipt of a report, the Superintendent of HR (or other as per section 4.1) will take prompt action which may include conducting an investigation

Incidents will be evaluated on a case by case basis

#### **Notes:**

Upon receipt of a report of prohibited conduct, the Superintendent of Human Resources, or other as per section 4.1, on behalf of the Employer will take prompt action, which may include conducting an investigation appropriate to the circumstances. Each incident will be evaluated on a case by case basis and the Employer, Supervisor, or Human Resources Department will ensure that an investigation appropriate in the circumstances is conducted.

## 1.21 Who Investigates?

### Who Investigates?

Superintendent of Human Resources (or other as per 4.1) will ensure an investigation appropriate in the circumstances is conducted

In some cases a third party consultant may conduct the investigation

### What is the timing of the investigation?

Investigation must be completed 90 calendar days from when it was reported (unless extenuating circumstances)

#### Notes:

Who Investigates an incident or complaint of Workplace Harassment/Workplace Sexual Harassment?

The Superintendent of Human Resources or other as per section 4.1 will ensure an investigation appropriate in the circumstances is conducted when the Employer, Supervisor or Human Resources Department becomes aware of the incident or complaint.

If a Supervisor, a member(s) of the Board's Senior Management Team (Superintendent(s), Director) or the Board of Trustees is/are the alleged Respondent(s), please see section 4.4 of the Workplace Harassment/Workplace Sexual Harassment Prevention Management Program for further details.

What is the timing of the investigation?

The investigation must be completed within 90 calendar days or less from when it was reported, unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

## 1.22 Investigation Process

### Investigation Process

Remind all parties of confidential obligation  
Interview Worker and alleged harasser(s)  
Give both parties time to respond to allegations  
Interview any witnesses  
Collect and review relevant documents  
Take appropriate notes and statements during interviews  
Prepare a summary report of findings

Within 10 days of the completed investigation the Worker and alleged harasser will be informed of the results and corrective actions.

#### Notes:

The person conducting the investigation whether internal or external to the workplace will, at a minimum, complete the following steps:

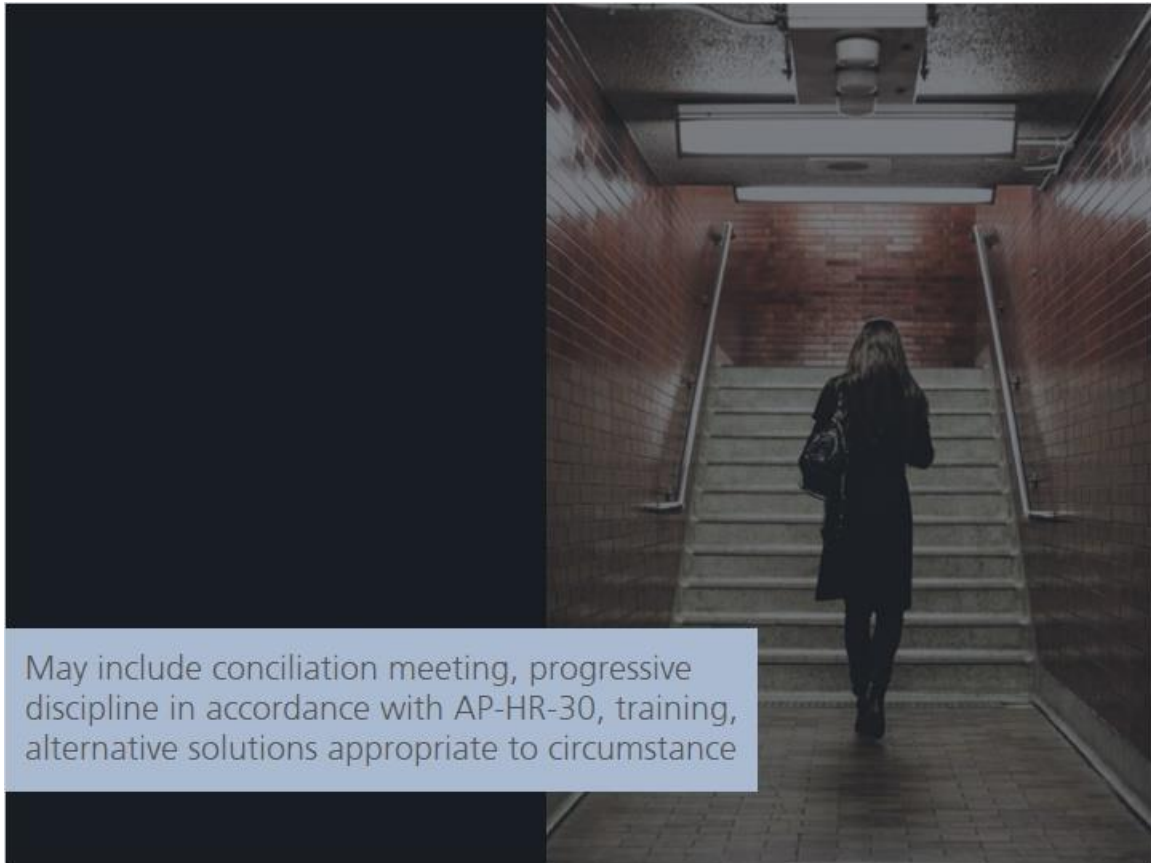
- Ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation and remind all parties of this confidential obligation.
- Thoroughly interview the Worker who allegedly experienced the Workplace Harassment/Workplace Sexual Harassment and the alleged harasser(s). If the alleged harasser is not a Worker, the investigator should consider (pending the circumstances) interviewing the alleged harasser.
- The alleged harasser or harassers must be given the opportunity to respond to the specific allegations raised by the Worker. In some circumstances the Worker who allegedly experienced the Workplace Harassment/Workplace Sexual Harassment should be given the opportunity to reply.
- The investigator must interview any relevant witnesses employed by the Employer who may be identified by either the Worker who allegedly experienced the Workplace Harassment/Workplace Sexual Harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator should consider (pending the circumstances) interviewing any relevant witnesses who are not employed by the Employer if there are any identified.
- Collect and review any relevant documents.
- The investigator must take appropriate notes and statements during interviews with the Worker who allegedly

experienced Workplace Harassment/Workplace Sexual Harassment, the alleged harasser and any witnesses.

- The investigator must prepare a written report summarizing the steps taken during the investigation, the concerns, and allegations of the Worker who allegedly experienced the Workplace Harassment/Workplace Sexual Harassment, the response from the alleged harasser, witness accounts and evidence gathered. The report must set out findings of fact and conclusion about whether Workplace Harassment/Workplace Sexual Harassment was found or not.

Within 10 calendar days of the investigation being completed and the receipt of the findings, the Worker who allegedly experienced the Workplace Harassment/Workplace Sexual Harassment and the alleged harasser, if they are a Worker of the Employer, will be informed in writing of the results of the investigation and any corrective actions taken or that will be taken by the Employer to address.

## 1.23 Consequences



May include conciliation meeting, progressive discipline in accordance with AP-HR-30, training, alternative solutions appropriate to circumstance

### Notes:

The consequences flowing from an investigation may include:

- A conciliation meeting of the involved parties
- Progressive Discipline in accordance with AP-HR-30 Correcting Employee Behaviour and Progressive Discipline
- Training
- Alternative solutions appropriate in the circumstances.

If the complaint(s) are discovered to be vexatious (not having sufficient reason and/or seeking only to annoy or irritate) , the complainant may face disciplinary action up to and including the termination of employment.



## 1.24 Scenario



### Notes:

Take a few moments to review the following scenario and determine whether the situation meets the definition of Workplace Harassment and or Workplace Sexual Harassment.

## 1.25 Scenario

Meet Sandra and Craig. Craig is sending joke emails poking fun at older adults.



Craig, I find these jokes you've been emailing around very offensive.

I'm so sorry Sandra. I didn't mean to offend you. I thought the jokes were funny and everyone would laugh. I won't send anymore, I promise.



Does this meet the definition of workplace harassment?

No, if Craig stops the behaviour. However, it may violate Board policies with respect to code of conduct and inappropriate use of Board technology.

### Notes:

Sandra and Craig are coworkers.


Craig is sending joke emails poking fun at older adults. Sandra tells Craig she finds the jokes offensive. Craig apologizes and tells Sandra it won't happen again.

Does this meet the definition of workplace harassment? No, if Craig stops the behaviour, it is not harassment. However, it may violate Board policies with respect to code of conduct and inappropriate use of Board technology.

One single incident can constitute harassment when it is demonstrated that it has caused significant effect on the target and/or the environment.

## 1.26 Scenario

Craig continues emailing jokes to his coworkers, including Sandra. Sandra tells their Supervisor she finds the jokes offensive. The Supervisor speaks to Craig. Craig says he will stop sending them, but continues.



Craig has been sending jokes. I asked him to stop but he keeps sending them.

Thank you for bringing this to my attention. I will speak to him.

Craig sending jokes like this is unacceptable. It needs to stop.

I'm sorry. It won't happen again.

...but it does

Does this meet the definition of workplace harassment?  
Yes. Craig has been asked to stop but the behaviour continues.

### Notes:


Over the course of 8 months, Sandra receives more emails from Craig of the same nature which she finds offensive. She has spoken to her Supervisor who has spoken to Craig regarding this, but the emails continue.

Does this meet the definition of workplace harassment?

Yes. Craig has been asked to stop and yet the behaviour continues. If Sandra believes her Supervisor did not adequately address the issue, Sandra can report it to her Supervisor's Supervisor.


## 1.27 Conclusion

For more information  
reference the Workplace  
Harassment and Workplace  
Sexual Harassment Prevention  
Management Program



Remember to finish your Completion  
Declaration to log your training.

Everyone should be able  
to work without fear of  
harassment, in a safe  
and healthy workplace.



### Notes:

The GECDSB is committed to providing a Workplace Harassment and Workplace Sexual Harassment free working environment. Workplace Harassment and Workplace Sexual Harassment is unacceptable. The Board will take all reasonable steps to prevent it and, where it has occurred, to respond decisively and effectively. Workplace Harassment and Workplace Sexual Harassment could also fall under "Protected Grounds" of the Ontario Human Rights Code. Additional reference can be made to Board Policy AD-48 Human Rights.

For more information please reference the Board's Workplace Harassment and Workplace Sexual Harassment Prevention Management Program.