

## ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Workplace Harassment and  
Violence Prevention

PER #19

Revised: April 2026

### Background

Christ The Redeemer Catholic Schools (CTR) is committed to providing a safe, respectful, and faith-filled workplace where employees are free from harassment and violence. In the Board's Division Foundational Statements Policy, the Safe and Caring fundamental belief states, *"We believe that the infinite value of each person in God's eyes must be reflected in all that we do. This calls for respect in all relationships."* In support of this belief, the division endeavors to provide a work and learning environment that is faith-filled and free from discrimination, harassment, and violence.

Harassment and violence are recognized as workplace hazards under the Alberta Occupational Health and Safety Act and Code and are addressed through CTR's health and safety program, hazard assessments, and prevention procedures. Any act of harassment or violence committed by or against any worker, student, parent, volunteer, or member of the public is unacceptable and will not be tolerated.

This administrative procedure supports CTR's commitment to maintaining a safe, caring, and respectful environment for all members of the school community. It defines harassment, outlines the resolution process, and describes what will occur if a formal complaint is received. CTR will investigate and take appropriate corrective action to address incidents of harassment or violence in a fair, respectful, and timely manner. Information related to an incident, including the identities of the complainant, respondent, and any witnesses, will only be disclosed where necessary to investigate, take corrective action, inform the parties of the results, or as required by law. The reporting of harassment under this administrative procedure does not discourage an employee from exercising any right available under another law or professional standard, including the Alberta Human Rights Act.

### Purpose

The purpose of this administrative procedure is to prevent and address workplace harassment and violence by outlining expectations for respectful behaviour, reporting procedures, investigation processes, and corrective actions in accordance with the Alberta Occupational Health and Safety Act and Code. This procedure also aims to:

- ensure employees understand that harassment and violence are workplace hazards;
- provide a clear process for reporting and addressing concerns;
- ensure incidents are investigated promptly and fairly;
- provide appropriate support to individuals affected by harassment or violence; and
- promote a respectful and safe work and learning environment.

## Definitions

- **Harassment:** Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action that a person knows or ought reasonably to know will or would cause offence, humiliation, or adversely affect a worker's health and safety. Harassment includes sexual solicitation or advances and conduct related to protected grounds under the Alberta Human Rights Act. Reasonable supervisory actions related to the management of workers or the workplace are not considered harassment.
- **Violence:** Whether at a worksite or work related, the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. Examples may include:
  - physical aggression such as hitting, pushing, or kicking
  - threatening behaviour such as destroying property or throwing objects
  - verbal or written threats of harm
- **Sexual Violence:** Any sexual act or attempt to obtain a sexual act by any person, regardless of their relationship to the victim, whether at the worksite or work-related.
- **Domestic Violence:** A pattern of behaviour used by one person to gain power and control over another with whom they have or have had a personal relationship. Domestic violence becomes a workplace hazard when it occurs or may occur in the workplace.

## Hazard Identification and Control

Workplace harassment and violence are recognized as hazards within the division's hazard assessment process. The division will eliminate or, where not reasonably practicable, control the risk of harassment and violence through measures such as:

- conducting hazard assessments to identify potential sources of harassment and violence;
- implementing appropriate student supervision procedures;
- developing and implementing student-specific safety or behaviour plans where required;
- ensuring clear communication of known risks to affected employees;
- providing training and instruction to employees on recognizing and responding to hazards;
- implementing reporting and response procedures for all incidents;
- maintaining safe work environments, including secure entry points, and emergency procedures; and
- reviewing incidents to identify trends and implement corrective actions to prevent recurrence.

Identified hazards and controls will be documented in the division's hazard assessment control process and reviewed regularly.

## Education and Training

The division will provide training to employees that includes a review and explanation of this administrative procedure, the process for reporting and responding to complaints, and the division's expectations for respectful behaviour in the workplace. Training will be provided at the time of hire, whenever this procedure is updated, when new hazards related to harassment or violence are identified, and through ongoing communication such as OHS updates or newsletters. Supervisors may receive additional training on their responsibilities for responding to and managing complaints. Training shall include information on:

- how to recognize workplace harassment or violence;
- the division's violence and harassment prevention procedures;
- appropriate responses to incidents of harassment or violence, including how to obtain assistance; and
- procedures for reporting, investigating, and documenting incidents in accordance with this administrative procedure.

## Procedures

### 1. Right to Assistance

- 1.1 Employees who believe they have experienced workplace harassment or violence have the right to seek assistance when communicating their concerns or pursuing a complaint. Employees may seek support from:
- their supervisor;
  - the Superintendent / designate;
  - an association representative; or
  - the Employee and Family Assistance Program.
- 1.2 Employees also have the right to pursue complaints through external bodies such as:
- Occupational Health and Safety;
  - Alberta Human Rights Commission;
  - Alberta Teaching Profession Commission; and
  - Law enforcement.
- 1.3 It is the responsibility of anyone in a supervisory position to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed.

### 2. Informal Resolution – Possible Steps Prior to Formal Reporting

- 2.1 Where appropriate, employees who have been the subject of or witness to workplace harassment or violence may attempt to address the concern informally. Steps may include:
- advising the individual responsible, either verbally or in writing, that the behaviour is unwelcome and must stop, either directly or with the assistance of a third party; or
  - discussing the situation with the individual's supervisor, their own supervisor, or another supervisor.
- 2.2 Employees are encouraged to keep a record of any incidents, including dates, times, locations, and the names of any witnesses. Employees are not required to attempt informal resolution before submitting a formal complaint. If the concern cannot be resolved informally, a formal complaint may be submitted.

### 3. Formal Complaints

- 3.1 An employee who is the subject of or witness to workplace harassment or violence may make a written complaint to their supervisor, or to the Superintendent / designate. A formal complaint may be submitted within three (3) months of the most recent cited incident. The complaint should include:
- a description of the incident;
  - dates and times;
  - names of individuals involved; and
  - names of any witnesses.
- 3.2 If the employee is uncomfortable reporting to their supervisor, or if the concern involves their supervisor, the report may be made to the Superintendent / designate.
- 3.3 Where there is an immediate threat to safety, employees should remove themselves from the situation and move to a safe location. If necessary, emergency services (911) should be contacted.
- 3.4 If the complainant decides not to lay a formal complaint, the Superintendent may decide that a formal complaint is required and may pursue a formal investigation resulting in disciplinary measures.

#### 4. **Investigation Process**

##### 4.1 Informal Resolution

Where appropriate and safe to do so, concerns may be addressed informally. The supervisor receiving an informal complaint shall:

- inform the Superintendent of Human Resources / designate that a complaint has been received;
- address the concern as soon as possible and within ten (10) working days;
- review this administrative procedure with the parties involved;
- discuss confidentiality and its limitations; and
- where appropriate, support a discussion between the parties.

##### 4.2 Formal Investigation

Upon receiving a formal complaint, the supervisor shall:

- inform the Superintendent of Human Resources / designate that a complaint has been received;
- review the complaint and initiate action as soon as possible;
- determine whether interim measures are required to ensure the safety of employees; and
- conduct or assign an investigation.

The investigation may include:

- notifying the respondent of the complaint;
- interviewing the complainant and respondent;
- interviewing witnesses;
- reviewing relevant documentation; and
- collecting written statements.

Both the complainant and respondent will be provided an opportunity to present information and respond. Each party may have a support person present. The division reserves the right to refer incidents of suspected criminal activity to law enforcement. Every reasonable effort will be made to complete the investigation within three (3) months of the complaint being filed. The outcome of the investigation, including any corrective actions, will be communicated to the complainant and respondent as soon as reasonably possible and, where appropriate, within ten (10) working days of a decision being made.

#### 5. **Domestic Violence**

Where the division is aware, or ought reasonably to be aware, that an employee may be exposed to domestic violence at the workplace, reasonable precautions will be taken to protect the employee and others at the worksite. Such precautions may include:

- developing an individual safety plan in consultation with the employee;
- limiting access to the worksite;
- notifying appropriate personnel of potential risks while maintaining confidentiality;
- contacting law enforcement where necessary.

All information related to domestic violence will be handled with sensitivity and confidentiality.

#### 6. **No Recriminations or Retaliation**

No individual who, in good faith, reports an incident of workplace harassment or violence, participates in an investigation, or provides information related to a complaint shall be subject to retaliation, discrimination, or adverse treatment. Retaliation includes any action intended to intimidate, punish, or discourage an individual from reporting concerns or participating in the complaint process. Any employee who engages in

retaliation may be subject to disciplinary action. This protection does not apply to individuals who are found to have made a complaint that is knowingly false, frivolous, or in bad faith.

#### **7. Corrective and Disciplinary Action**

If an investigation determines that harassment or violence has occurred, appropriate corrective or disciplinary measures may be taken. Disciplinary measures may include:

- verbal or written reprimand;
- transfer or reassignment;
- suspension;
- termination of employment;
- referral to the Employee and Family Assistance Program; or
- referral to law enforcement where appropriate.

Any disciplinary action will be documented in accordance with division practices. No record of the complaint will be placed in the personnel file of the complainant or witnesses.

#### **8. Confidentiality**

All complaints and investigations will be handled with discretion. Every reasonable effort will be made to maintain confidentiality and to involve only those who need to know to investigate and respond to the concern. Confidentiality will be maintained except where disclosure is necessary to:

- investigate the complaint;
- take corrective action;
- inform the parties of the results of the investigation;
- inform workers of a risk or threat of violence; or
- comply with legal requirements.

#### **9. Review**

This administrative procedure will be reviewed:

- at least every three years;
- following a serious incident;
- when workplace conditions change; and
- upon recommendation of the Joint Worksite Health and Safety Committee or representative.