

Harassment, Sexual Harassment and Discrimination

BACKGROUND

Fusion Collegiate believes that respectful relationships are fundamental to effective learning, employee well-being and organizational success. Every employee shares responsibility for creating and maintaining a welcoming, caring, respectful, inclusive and psychologically safe learning and working environment where all individuals are treated with dignity, fairness and professionalism. A respectful workplace fosters collaboration, strengthens organizational trust and supports student success. Harassment, sexual harassment, discrimination and reprisal undermine these commitments and will not be tolerated. Fusion Collegiate is committed to preventing harassment through education, awareness, leadership and shared accountability. Concerns will be addressed promptly, fairly and respectfully in accordance with Administrative Procedure #311 – *Harassment Reporting and Investigation*. The Superintendent is responsible for implementing this administrative procedure.

PURPOSE

The purpose of this administrative procedure is to:

1. establish expectations for respectful workplace conduct;
2. prevent harassment, sexual harassment, discrimination and reprisal;
3. promote a respectful, inclusive and psychologically safe workplace;
4. define the responsibilities of employees and supervisors; and
5. support the early identification and resolution of workplace concerns.

DEFINITIONS

- **Respect** - Treating others with dignity, courtesy, fairness and professionalism while valuing diverse perspectives, experiences and backgrounds.
- **Discrimination** - An action, decision or practice that adversely affects an individual based on one or more protected grounds identified in the *Alberta Human Rights Act*.
- **Harassment** - A single serious incident or repeated objectionable or unwelcome conduct, comments, displays, actions or behaviours that a reasonable person knows, or ought reasonably to know, are unwelcome and that create an intimidating, hostile, degrading or offensive learning or working environment. Harassment may be verbal, physical, visual, written or electronic and includes workplace bullying and discriminatory harassment.
- **Discriminatory Harassment** - Harassment that is based on one or more protected grounds identified in the *Alberta Human Rights Act*.
- **Sexual Harassment** - Unwelcome sexual conduct, comments, attention, advances or communications that a reasonable person knows, or ought reasonably to know, are unwelcome and that create an intimidating, hostile, degrading or offensive learning or working environment.
- **Reprisal** - Any adverse action taken against an individual because they have, in good faith, reported a concern, participated in a complaint or investigation process, or exercised their rights under this administrative procedure.
- **Reasonable Management Action** - Reasonable supervisory or management action carried out fairly, respectfully and professionally does not constitute harassment.

RESPONSIBILITIES

Superintendent: The Superintendent will:

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- promote a respectful, inclusive and psychologically safe workplace;
- ensure this administrative procedure is communicated and implemented;
- provide education and support to employees and supervisors;
- ensure concerns are addressed in accordance with Administrative Procedure #311; and
- take appropriate action when this administrative procedure has been violated.

Supervisors: Supervisors will:

- model respectful and professional conduct;
- foster positive workplace relationships;
- communicate workplace expectations;
- respond promptly and appropriately to concerns;
- consult with the Superintendent when required; and
- support the prevention of harassment, discrimination and reprisal.

Employees: Employees will:

- contribute to a respectful and psychologically safe workplace;
- treat others with dignity, courtesy and professionalism;
- refrain from harassment, sexual harassment, discrimination and reprisal;
- participate in required education and training;
- report concerns in accordance with Administrative Procedure #311; and
- cooperate with workplace resolution and investigation processes.

WORKPLACE EXPECTATIONS

1. Every employee has the right to work in an environment free from harassment, sexual harassment, discrimination and reprisal.
2. Every employee shares responsibility for creating and maintaining respectful workplace relationships.
3. Employees will conduct themselves professionally and respectfully in all workplace interactions, including electronic communications and work-related activities.
4. Harassment, sexual harassment, discrimination, workplace bullying and reprisal are prohibited.
5. Employees are encouraged to raise concerns early so they may be addressed promptly and respectfully.
6. Employees who become aware of conduct that may constitute harassment, discrimination or reprisal are expected to report their concerns in accordance with Administrative Procedure #311.
7. Supervisors are expected to respond promptly and appropriately to workplace concerns brought to their attention.
8. Reasonable management action, exercised fairly and professionally, does not constitute harassment.
9. Employees will participate honestly and respectfully in workplace resolution or investigation processes when requested.
10. Fusion Collegiate will provide education, guidance and support to promote respectful workplaces and prevent harassment, discrimination and reprisal.

LEGAL REFERENCE: *Alberta Human Rights Act, Education Act, Occupational Health and Safety Act, Occupational Health and Safety Code, Protection of Privacy Act*

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RELATED FEA ADMINISTRATIVE PROCEEDURES: #308 – Harassment Reporting and Investigation, # Personnel Records, #301 Employee Code of Conduct, # Staff Acceptable Use of Technology