

# #10 Respectful Learning and Working Environments

## BOARD POLICY

<b>Board Approval:</b>	November 28, 2018
<b>Effective Date:</b>	December 1, 2018
<b>Amendment Dates:</b>	N/A
<b>Review Dates:</b>	December 2, 2020

## PURPOSE

The purpose of this policy is to outline the shared responsibility of all students, employees, directors, parents, contractors, volunteers and visitors for creating and maintaining a respectful learning and work environment.

## DEFINITIONS

**Act** – the Alberta Human Rights Act, RSA 2000, c. A-25.5, as amended

**Board** – the Boards of Directors of HLG

**Harassment** – Any conduct, comment, gesture or physical contact that a reasonable person should know would be unwelcome, inappropriate or otherwise offensive to an individual or group of individuals. Harassment includes the following categorizations:

- a) **Discriminatory Harassment** – A form of harassment based on the protected grounds outlined within the Act and is against the law. This includes race, religious beliefs, colour, gender, gender identity, gender expression, place of origin, physical disability, mental disability, age, ancestry, marital status, source of income, family status or sexual orientation;
- b) **Non-Discriminatory Harassment** – A form of harassment, while not covered by human rights legislation, which is inconsistent with organizational values and desired interpersonal behaviours, and may breach occupational health and safety (OH&S) legislation; and
- c) **Bullying** – A conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. Bullying can be verbal, social, physical, or digital. It can occur between individuals, within a peer group, or between groups. All forms of bullying are considered harassment and will be investigated as such.

**HLG** – Headwater Learning Group, the term for three independent charitable organizations-Calgary Academy Society, Headwater Learning Foundation, and Headwater Learning Solutions Foundation

**Reasonable Person** – A person whose actions are guided by clear, accurate, relevant, logical, and fair-minded thinking that is just, rational, and considerate of other points of view

**Respect** – To show regard or consideration for others

**Representatives** – Includes employees and directors of the Boards

**Retribution** – The act of inflicting punishment on someone as vengeance for a perceived wrong

**Visitors** – Includes parents, volunteers, visitors and contractors

## GUIDELINES

1. The degree of Harassment is measured by the impact of the questionable behaviour on a person including.
2. Any questionable behaviour will be addressed from the perspective of a Reasonable Person.
3. All acts of Harassment in HLG will be subject to disciplinary action, up to and including termination for cause in the case of an employee and expulsion from school if a student.
4. All forms of Harassment may be interpreted as acts of violence and may be considered in the context of human rights legislation, the Criminal Code of Canada, and/or the OH&S Act of Alberta.
5. All complaints made under this policy shall be investigated in a timely and professional manner and are to be initiated with a direct supervisor for Representatives, the Director of Human Resources for Visitors or classroom teacher for students. Supervisors, the Director of Human Resources or teachers investigate the complaint immediately or provide guidance of steps to follow to the employee, depending upon the nature of the complaint. The Director of Human Resources oversees the employee complaint process and the Principal of the school oversees the student complaint process.
6. Any actions on behalf of HLG to remedy disrespectful behaviour does not limit the possibility of legal action on the part of any person independently.
7. HLG shall endeavour to ensure all information pertaining to any complaint initiated, or investigation undertaken under this policy, remains confidential to the extent possible.
8. Access to information may be pursued and be subject to release as part of a legal process or under the Personal Information Protection Act.
9. All forms of Retribution in HLG will be subject to disciplinary action, up to and including termination for cause if a Representative and expulsion from school if a student, or in the case of Visitors up to and the penalty could include not visiting HLG.

## REFERENCES

Alberta Human Rights Act, RSA 2000, c.A-25.5, as amended  
Occupational Health and Safety Act, SA 2017, c.O-2.1, as amended  
Occupational Health and Safety Regulation, AR 62/2003, as amended  
Occupational Health and Safety Code  
Personal Information Protection Act, SA 2003, c.P-6.5, as amended  
Teaching Profession Act, RSA 2000, c.T-2, as amended

## CROSS-REFERENCES

Board Policy – Safe and Caring Schools  
Board Policy – Code of Conduct  
CA Student Handbook  
HLG Employee Manual