

There is a solution.

As an individual do you feel:

- agitated, anxious and emotionally drained?
- uncomfortable when a particular colleague comes close?
- increasingly doubtful of your own abilities?
- that you are being picked on at work?
- that rumours have been spread about you?
- that your family demands that you stop worrying about your job?
- concerned for your safety?
- that you're not welcome in the lunchroom?
- that your doctor is right when she tells you to change jobs for your health?
- that no one will believe you anyway?
- that maybe you provoked the cruelty?
- ashamed and you haven't even told your spouse?
- when you get up for work, the weight of the world is on your shoulders?

If you are experiencing one or more of these feelings, you may be a victim of Workplace Harassment.

It is not normal to feel uncomfortable, anxious, demeaned or fearful in your place of work. No one should feel this way.

The WCDSB's Commitment...

The Board is committed to providing a safe and equitable, harassment and discrimination-free environment for all of its employees. Any employee or trustee of the WCDSB who feels that they have been harassed or discriminated against are urged to seek support through the Board's informal or formal resolution procedures as soon as possible.



Waterloo Catholic
District School Board

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Employee Workplace Harassment & Discrimination Prevention Policy

*Our Community respects,
affirms and supports the
dignity and wellbeing of all;
Our Community contributes to
the transformation of our world
in love, dignity and justice.*

Sharing our Journey



There is a solution.

Our Mission
*As disciples of Christ, we educate and
nurture hope in all learners to realize
their full potential to transform
God's world*

What can you do?

You can talk with a trained consultant at the Homewood Health Services by calling their confidential Client Service Center number:

HOMEWOOD HEALTH
Employee and Family Assistance Program (EFAP)

Tel: 1-800-663-1142
Web: www.homeweb.ca

You can speak to Human Resource Services at:
Tel: 519-578-3660



Don't suffer in silence
You have options!

Are you being harassed?

There is a solution.

Workplace Harassment/Discrimination is (but is not limited to):

- insulting remarks, taunts or slander
- verbal, written or non-verbal actions in the workplace that frighten someone
- suggestive or offensive innuendo towards a person of a specific gender
- unwanted touching, leering or suggestive remarks of a sexual nature
- mocking an individual's mannerisms, speech, culture, colour
- insulting remarks or jokes about sexual orientation or gender
- consistent, deliberate shunning, excluding or marginalizing a colleague.

Workplace Harassment/Discrimination is not:

- about problems staff members have with students or parents. Other Board policies deal with these issues
- mutually acceptable joking that is appropriate and not offensive to others
- proper exercise of supervisory responsibilities
- a welcome hug between friends
- encouragement or support of an identifiable group that has historically and systematically been discriminated against.

Love one another with mutual affection and be eager to outdo one another in showing respect
Romans 12:10

You have control over your options:

If you feel safe and comfortable, you could *go directly to the person* you feel was harassing you and clearly tell them that their behaviour is unwelcome. If the harassing behaviour continues, write down details of what happened.

You could *discreetly and confidentially consult* a colleague, supervisor, union representative or someone from the Board's H. R. department.

You could call Homewood Health's Confidential Client Service Center number and *speak with a consultant* about your situation. The number is 1-800-663-1142.

You can enter into the *Informal Resolution Process* with the help of a professional Mediator. Over a period of a few weeks, the Mediator will meet with you and with the other person to help you both find a mutually acceptable and lasting resolution.

You could also choose to enter into the *Formal Resolution Process* through Human Resource Services. An outside Fact Finder takes written and verbal statements from both parties as well as from witnesses and writes a report. Board administration will make a final determination with the advice of a joint Board-Community Committee.

More information about all of these choices is available in the Policy and on the Board's Website.

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www.wcdsb.ca