

# Why?

## does HWDSB need a policy to address objectionable behaviour

The Board is comprised of a diverse community of staff, students, parents, visitors and others who have varying needs and interests based on their roles, background and experiences. In acknowledgement of those differences the Board is committed to providing a working and learning environment that is free from objectionable behaviour where everyone is treated with respect and dignity.

# Who?

## is covered under this Policy

All Board employees, trustees, students, teacher candidates and others such as members of consultative committees, clients of the Board, parents/guardians, volunteers, permit holders, contractors, visitors, and employees of other organizations not related to the Board but who nevertheless work on Board related activities or are invited onto Board premises.



For complete information about  
Respectful Working and Learning  
Environments: Conflict Prevention and  
Resolution, visit the following Web site:

**[www.hwdsb.on.ca/  
respectfuldirective](http://www.hwdsb.on.ca/respectfuldirective)**



For general information, please contact:

Tel.: 905-527-5092 ext. 2753

Fax: 905-521-2543

**[www.hwdsb.on.ca](http://www.hwdsb.on.ca)**

# RESPECTFUL WORKING & LEARNING ENVIRONMENTS

## Conflict Prevention and Resolution

POLICY DIRECTIVE

**Dignity  
and Respect  
for All!**



*Together we're better!*

# Stages

## of the Complaint Process

This policy directive helps to provide greater awareness of the value of establishing and maintaining respectful working and learning environments. It provides a procedure for everyone to use when faced with a conflict situation that involves objectionable behaviour.

### INCIDENT of OBJECTIONABLE BEHAVIOUR

1 Informal Resolution Process

2 Submission of Formal Complaint

3 Review of Complaint

4 Formal Resolution and  
Investigation Process

RESOLUTION



The Executive Officer, Human Resources, is responsible for ensuring that the policy is applied appropriately and that the informal and formal resolution processes are followed as described within the policy directive.

## Have you been treated in a disrespectful manner? Here is what you can do:

Where possible it is expected that the individuals involved meet independently to try to resolve the complaint. However, there may be circumstances when you feel unsafe or uncomfortable in meeting privately with the other individual involved. In these instances you should discuss alternatives with your Principal or Supervisor first before you file a formal complaint.

## How to Submit a Complaint

All formal complaints must be submitted in writing and signed by the complainant no later than thirty (30) calendar days after the most recent occurrence of the alleged objectionable behaviour.

**Objectionable Behaviour Formal Complaint Form**  
at [www.hwdsb.on.ca/respectfuldirective](http://www.hwdsb.on.ca/respectfuldirective)

### Employees

If you are an employee, contact your school administrator or department manager.

### Parents

Parents and students can contact their School Vice Principal or Principal or where appropriate, their school Superintendent.

### Students

Contractors or other visitors to the Board can report complaints to the appropriate Principal, Supervisory or Managerial individual who has contracted their service or with whom they are meeting.

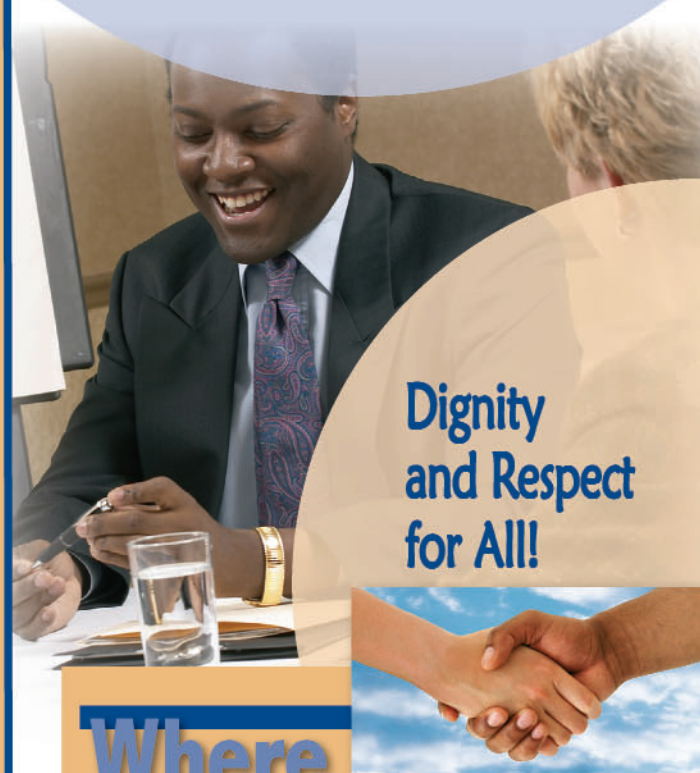
### Contractors or Other Visitors

If it is not clear who this would be, the contractor or visitor can contact the Executive Officer, Human Resources.

## Who do I report my complaint to?

## Respectful Working and Learning Environments: Conflict Prevention and Resolution

Hamilton-Wentworth District School Board is committed to providing a working and learning environment free from objectionable behaviour where all individuals are treated with respect and dignity. The Board holds high expectations for the conduct of its employees, its students and any others associated with the school community. It is the responsibility of every person to create and contribute to a climate of understanding and mutual respect for the rights and dignity of each individual.



**Dignity  
and Respect  
for All!**

**Where  
can you find the policy?**

[www.hwdsb.on.ca/respectfuldirective](http://www.hwdsb.on.ca/respectfuldirective)