



Why does HWDSB need a Directive to address objectionable behaviour?

HWDSB 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 do these procedures apply to?

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



Dignity and Respect for All

For complete information about Respectful Working and Learning Environments: Conflict Prevention and Resolution, please visit

www.hwdsb.on.ca/rwle

Respectful Working & Learning Environments

Conflict Prevention
And Resolution



For general information,
please contact:

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Respectful Working and Learning Environments

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. HWDSB 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.

You can find the Directive, which has all the procedures at www.hwdsb.on.ca/rwle

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 Superintendent of Human Resources is responsible for ensuring that the procedures are applied appropriately and that the informal and formal resolution processes are followed as described with the Directive.

Stages of the Complaint Process

The 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



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 30 calendar days after the most recent occurrence of the alleged objectionable behaviour. The form can be found at www.hwdsb.on.ca/rwle

Who do I report my complaint to?

If you are an employee, contact your school administrator or department manager. Parents and students can contact their school's Vice-Principal or Principal, or where appropriate, their school Superintendent of Student Achievement.

Contractors or other visitors to HWDSB can report complaints to the appropriate Principal, Supervisory or Managerial individual who has contracted their service or with whom they are meeting. If it is not clear who this would be, the contractor or visitor can contact the Superintendent of Human Resources.

Employees

Parents

Students

Contractors
or Other
Visitors