ATTENTION:

TCDSB Placed Under Supervision by Minister of Education

On Friday, June 27, 2025, the Minister of Education placed the Toronto Catholic District School Board (TCDSB) under supervision. While under supervision, all decisions that would normally be made by Trustees, with the exception of denominational matters, will now be made by the Ministry appointed Supervisor. The Supervisor will refer such denominational matters to the Board of Trustees for decision.

Revisions to Policy made to reflect the role of the Ministry appointed Supervisor will apply while the TCDSB is under Ministry Supervision. All other revisions remain in effect beyond Supervision.

POLICY NAME:	**RESPECTFUL WORKPLACE**
POLICY SECTION:	Human Resources
DATE APPROVED:	January 7, 2025
DATE OF NEXT REVIEW:	Annually
DATES OF AMENDMENTS:	October 2025
RESPONSIBLE DEPARTMENT:	Human Resources

Policy

This policy affirms the TCDSB's commitment to maintaining a positive, productive and respectful workplace in which employee concerns of workplace harassment are responded to fairly and efficiently, and employees are aware of their rights and responsibilities related to workplace harassment.

This policy is consistent with the TCDSB's obligations as an employer as set out in the *Occupational Health and Safety Act.*

This policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This Policy applies to all TCDSB employees, workers and volunteers in the course of their employment/volunteer duties. Conduct that occurs in the workplace, at work-

related functions, whether on or off TCDSB property and/or during or outside of work hours, is captured by this Policy.

This Policy does not apply to conduct that is alleged to be based on a prohibited ground in the Ontario *Human Rights Code* (the "*Code*"). Behaviours that are alleged to discriminate or harass based on *Code*-protected grounds are addressed by the *Code*.

The TCDSB Human Resources Department is responsible for the implementation of this Policy.

All staff are expected to abide by this Policy, the *Occupational Health and Safety Act*, and any other TCDSB policy.

This Policy should be read in conjunction with the Respectful Workplace Procedure.

Regulations:

This Policy aims to facilitate a respectful workplace, to promote awareness of rights and responsibilities under this Policy and to outline how the TCDSB responds appropriately to workplace harassment.

1. Maintaining a respectful workplace is a shared responsibility of the TCDSB and its employees.

2. Employees are responsible for treating each other with respect and dignity.

3. Behaviours that are found to constitute workplace harassment and/or workplace sexual harassment, as those behaviours are defined by this Policy, are unacceptable and a violation of TCDSB Policy.

4. Reasonable action taken by the TCDSB relating to the management and direction of the workplace is not workplace harassment. This includes performance management.

5. The TCDSB is responsible for ensuring that employees receive information and instruction about this Policy, and that employees are aware of their rights and responsibilities to maintain a respectful and harassment-free workplace.

6. Employees who believe they have been subject to workplace harassment as defined by this Policy may submit a complaint pursuant to this Policy and its related Procedure.

7. A complaint of workplace harassment must be made within six months of the date of the last incident alleged to be workplace harassment. A complaint received

beyond this six- month period will only be considered at the discretion of the TCDSB.

8. Complaints of workplace harassment will be treated as confidential to the extent possible. Information will be disclosed only on a need-to-know basis; for example, as necessary to conduct an investigation, take interim measures, impose corrective action and/or as required by law.

9. The TCDSB will respond to alleged or known incidents of workplace harassment in a timely and fair manner. The TCDSB's Human Resources Department is responsible for supporting TCDSB school administrators/department leads in addressing workplace harassment pursuant to the Respectful Workplace Procedure.

10. The TCDSB will not act on anonymous complaints, but retains the discretion to do so as it deems appropriate and necessary.

11. If a respondent is not an employee of the TCDSB, the TCDSB will take appropriate action in the circumstances to address allegations of workplace harassment.

12. Conduct that violates this Policy may be subject to corrective action, including discipline, that is appropriate in the circumstances.

13. Reprisal or threat of reprisal against anyone for exercising a right or responsibility under this Policy is a violation of this Policy.

14. It is a violation of this Policy to make a complaint in bad faith, to interfere in an investigation and to breach confidentiality.

15. This Policy does not limit other statutory or collectively bargained rights.

Cross References:

Occupational Health and Safety Act, R.S.O. 1990, c.
O.1 Code of Conduct (S.S.09)

Definitions:

"Workplace harassment" means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. For the purposes of this Policy (and based on the Occupational Health and Safety Act), workplace sexual harassment is included in behaviour that is considered workplace harassment under this Policy.

"Workplace sexual harassment" means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Workplace sexual harassment includes making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Evaluation and Metrics:

This policy will be reviewed annually.