BOARD POLICY MANUAL	
Approval Date	Replacing **All previous documents**
Review Date	Page **1 of 1**
Policy Section **School**	Identification **SCH-1015**

EMPLOYEE & STUDENT DIGNITY POLICY

The Board intends to provide its employees and students an environment that is free of offensive kinds of behaviour. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity, and is not permitted.

The Board does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities, or engaged in volunteer activities in the Society.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, counsellor, or administrator. Employees may report to any building administrator. Volunteers should report to the Principal. Committee members should report to the Board Chair or Executive. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favours, or submission to other verbal or physical conduct of a sexual nature, a condition of any employee's continued employment or any student's status or progress.

2. Making submission to, or rejection of, such conduct the basis for employment or educational decisions affecting any person.

3. Creating an intimidating, hostile, or offensive working or educational environment.

For complete policy guidelines see OACS documents: "Child Welfare Policy" and "Sexual Harassment Policy" available in the school office.