

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Harassment	POLICY REFERENCE: 565 Harassment
PROCEDURE CODE: 565 P 001	

1. Explanation of Terms

The following definitions shall apply for the purpose of this policy:

a) Personal Harassment

Personal Harassment can be determined as: unwelcome behavior that disparages, intimidates, threatens or harms another person, the exercise of authority that serves no legitimate work purpose, or is demeaning and/or humiliating to another person on grounds including but not limited to that person's:

- age
- national or ethnic origin
- religion
- gender
- sexual orientation
- disability
- race
- sources of income
- family status

The behaviour need not be intended as harassing to be considered personal harassment. It is sufficient that one knows or ought reasonably to know that the behaviour is offensive or unwelcome.

b) Sexual Harassment

Sexual Harassment is any unwelcome behavior, which is sexual in nature. Such behavior may directly or indirectly affect or threaten to affect in an adverse manner a person's job security, prospects, promotions, earnings, working conditions, or learning environment.

Sexual Harassment can include, but is not limited to:

- unwanted physical contact
- unwelcome remarks or compromising invitations
- verbal abuse or display of suggestive pictures
- leering, whistling, innuendoes, jokes or other behaviors or gestures of a sexual nature
- demands for sexual favors
- stalking
- insulting remarks about sexual orientation
- threats or intimidating behavior of a sexual nature

- bragging about sexual prowess for others to hear
- sexually insulting remarks about race, gender, ability or class

The behavior need not to be intended as harassing to be considered as sexual harassment. It is sufficient that one knows or ought reasonably to know that their behavior is offensive and unwelcome.

2. Through appropriate informational and educational programs, all students, volunteers, parents and employees are to be made aware of this policy, its regulations and procedures.

3. **Application**

This policy shall apply to all individuals, who work, study or volunteer within the schools or are on school or district related business. Each school will develop a procedure to make employees, volunteers, parents and students aware of this policy.

4. **Code of Professional Conduct**

The **Teachers' Code of Professional Conduct** must be followed.

5. **Confidential Records**

- a) Concerns or complaints received shall be held in strict confidence between the complainant, respondent and other such individuals, as may be of necessity, involved in the resolution of the complaint.
- b) Information/investigation of these issues is kept separate and secure from the employee's Record of Service file or the official student record file.
- c) The respondent is entitled to know the identity of the complainant and to receive a written copy of the complaint outlining the specifics of the allegation(s).
- d) If the allegation is proven to be true, a letter confirming the outcome and/or final disposition will be kept in the employee's file or in the official student record file. When requested by the employee or student, the related materials may be removed after a period of three years. This is at the discretion of the Superintendent.
- e) If the allegation is related to a volunteer, a letter confirming the outcome and/or final disposition will be kept in a district file.

6. **Retaliation**

Any attempt at retaliation by the respondent following the investigation and final disposition of the original complaint will be viewed as harassment and will be subject to the provisions of this policy.

7. **False Charges**

If the complaint made is determined to be intentionally false, malicious or vindictive disciplinary action will be taken. This could include student suspension or expulsion or employee discipline, dismissal or legal action.

PROCEDURES IN THE EVENT OF A COMPLAINT

1. In the event of personal and/or sexual harassment, an employee, volunteer, parent or student may pursue either an informal resolution or formal recourse as outlined below and/or through their Collective Agreements, the Alberta Human Rights Commission, criminal charges, or civil litigation as appropriate.
2. The complainant should keep a record of incident(s) including dates, times, locations, possible witnesses, and description of incident(s), personal response and resulting outcome.
3. Inquiries for information relating to harassment, and/or requests for intervention to support an Informal Resolution shall be directed to the Associate Superintendent: Human Resources.

A. INFORMAL RESOLUTION

1. An individual may choose to initiate action to resolve a harassment situation. Possible action could include the following:
 - a) The complainant informs the respondent that the actions are unwelcome and must stop immediately.
 - b) The complainant may request the involvement of an administrator or supervisor to provide informal intervention towards an acceptable resolution of the situation.
2. An individual may wish to approach the situation with the assistance of the principal or Associate Superintendent: Human Resources.
 - a) The complainant may request in oral or in written form support and/or intervention. The complainant must be prepared to share the nature and the details of the complaint with the principal or Associate Superintendent: Human Resources.
 - b) The principal or Associate Superintendent: Human Resources will consult with the complainant within fifteen (15) working days of receiving the complaint or within a shorter period of time if the nature of the complaint warrants immediate action.
 - c) Subsequent to consultation and further exploration of case specifics, the principal or Associate Superintendent: Human Resources will make a recommendation to the complainant, respondent and Superintendent within ninety (90) working days. If the complaint is not resolved, the parties may move to formal recourse.

B. FORMAL RECOURSE

1. School Investigation (Student to Student Harassment)

- a) A school official (administrator), to whom the complaint has been brought, will inform the respondent that a complaint has been received. In the event that a teacher receives a complaint, they will inform the principal of the issue.

- b) An administrator or designate will conduct an investigation. With consideration for the age of those involved, the parents of the complainant and respondent shall be contacted. The investigation may consist of personal interviews with the complainant, the respondent and others, who may have knowledge of the incidents or circumstances that led to the complaint.
- c) Upon completion of the investigation the administrator or designate shall communicate the results to both parties and the parents/guardian unless the student is determined to be an independent student.
- d) When the administrator or designate finds the complaint is valid, the administrator shall determine an appropriate disciplinary action.

2. Employee or Volunteer Investigation

- 1. The formal process of complaint may be pursued in the event that the informal process does not resolve the situation OR that the complainant or Superintendent believes the formal process to be more appropriate.
 - a) Formal complaints are submitted in writing by the complainant to the Superintendent. (For people with disabilities and/or communication problems and/or younger students, who require accommodation in this regard, alternative methods for filing a complaint such as tape recorders, scribes, etc. are acceptable)
 - b) Complainants are encouraged to file a complaint as soon as possible.
 - c) If at any point in the formal process, consensus between the respondent, the complainant and the Superintendent determines that the informal approach is more appropriate, the formal process may be suspended.
 - d) If a formal investigation is deemed necessary, the Superintendent shall:
 - i. Advise the respondent in writing of the nature and specifics of the allegations, that an investigation has been initiated, and inform the respondent of his/her rights under Board Policy, The School Act and other relevant legislation.
 - ii. Advise the complainant of the investigation.
 - iii. Provide the respondent with a copy of the written complaint.
 - iv. Interview respondent, complainant and witnesses separately.
 - e) The investigation shall be carried out by the principal or Associate Superintendent: Human Resources and shall report to the Superintendent. The complainant reserves the right to request that the investigator be of the same gender as the complainant.
 - f) The investigator shall be trained, qualified and unbiased, approaching the investigation with an open mind, with no predisposition to any particular finding.

- g) The respondent shall be informed with reasonable particularity of the allegations being raised.
 - h) The respondent is entitled to have representation.
 - i) The respondent shall be provided with the evidence supporting the allegations and be given a reasonable opportunity to be heard and reply to that evidence.
 - j) The investigation and report shall not contain or be influenced by information that is prejudicial, ill-informed or irrelevant and findings of fact shall be based upon evidence not assumptions.
 - k) The investigation will not consider irrelevant information and it should consider all relevant information.
 - l) The investigator shall forward a written report with the findings of the investigation and the recommendations to the Superintendent within ninety (90) working days of the completion of the investigation.
2. Based on recommendations and evidence in the report, the Superintendent shall take action, which is consistent with Board policies and practice including Board policies and practice relating to employee discipline.
 3. The Superintendent will inform the complainant and the respondent of the outcome of the complaint, as permitted under the Freedom of Information and Protection of Privacy Act. The information provided to the complainant will be limited to whether or not harassment has occurred within the meaning of this Policy, and whether or not disciplinary action has been imposed as a result. The specific nature of any disciplinary action will not be disclosed to the complainant.
 4. Appeals by either party must be made in writing to the Superintendent within ten (10) working days after the said action has been taken.
 5. It should be noted that extenuating circumstances may affect some of the time lines outlined in this document. Such circumstances will be documented and communicated to all parties as they arise.
 6. Appropriate disciplinary action will be taken in the event of intentionally false, malicious or vindictive complaints.
 7. The Superintendent shall assure that appropriate support services are set in place for the employee where the allegations of harassment are dismissed.
 8. The Superintendent shall make available appropriate support services for complainants in harassment situations.
 9. If the Superintendent is identified as the respondent, the entire matter shall be directed to the Board.

3. Systemic Investigations

1. To ensure that the environment is free from harassment, the Superintendent and/or the Board may decide to conduct an investigation in the absence of a specific complaint from an employee, student, parent or volunteer in order to address, resolve or prevent harassment in the work and/or learning environment.
2. This investigation may take place:
 - a) Where there is a focused pattern of inquiries and/or expressions of concern over time, which suggests the existence of a specific problem, which has been identified, but not corrected or:
 - b) Where there is reason to believe that a broader, systemic problem exists in the work and/or learning environment, which causes, contributes to or encourages harassment, or:
 - c) Where, as a result of an investigation, a complaint is not supported, but there is reasonable evidence that a broader systemic problem exists.
3. Prior to proceeding with an independent investigation, a summary of the situation, providing reasonable grounds for recommending investigation in the absence of a specific complaint, will be drafted by the Superintendent.
4. Where an investigation under this section is approved the appropriate parties will be advised of the intent to conduct a systemic investigation, the reasons for initiating the investigation and the process/procedures, which will be implemented.
5. In lieu of a systemic investigation, the Board may also initiate activities to increase awareness of personal and/or sexual harassment and its effects on staff, students, and volunteers.

4. Right of Appeal

1. Employees who are not satisfied with action taken with respect to enforcement of this regulation, are entitled to pursue the matter in the manner set forth as follows:
 - a) For those matters, which are covered by the employee's collective agreement or Employment Practice and Procedures, the matter may be pursued in accordance with the grievance or appeal procedure outlined in the appropriate collective agreement or Employment Practices and Procedures document.
 - b) In those instances, where the matter is not covered by the employee's respective collective agreement or Employee Practices and Procedures documents, an appeal may be made in writing to the Superintendent within ten (10) working days.
 - c) The Superintendent will respond within thirty (30) working days.

- d) Either party has the right to seek civil or criminal redress through the courts or to file a complaint with their union, association or the Alberta Human Rights Commission. The parties have the right to pursue the matter under the Collective Agreement as applicable, or through the Alberta Human Rights Commission.
2. Students or parents who are not satisfied with action taken with respect to enforcement of this policy are entitled to pursue the matter set forth as follows:
- a) An appeal may be made in writing to the Superintendent or designate within ten (10) school days.
 - b) The Superintendent or designate will respond within thirty (30) school days.

Approved:
February 22, 2005

Revised:
December 7, 2010
June 19, 2012

MEDICINE HAT SCHOOL DISTRICT NO. 76

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1. Background

The purpose of this Administrative Procedure is:

- 1.1. To ensure that all members of the district community understand that acts of Personal Harassment, Sexual Harassment and Discrimination are unacceptable and will not be tolerated; and
- 1.2. To outline a process for reporting and investigating incidents of Personal Harassment, Sexual Harassment and Discrimination.

2. Application

- 2.1. This procedure shall apply to all individuals, who work, study, visit or volunteer within the district's sites during work and school related-activities whether on, or off district property.
- 2.2. All employees, students, visitors, volunteers and contractors working directly with students and staff, and parents are responsible for knowing, understanding and complying with this procedure.
- 2.3. The District will investigate and respond to a complaint made under this procedure and will take remedial action as necessary and appropriate including disciplinary action up to and including termination of employment or exclusion from the school, work site or organization.

3. Definitions

The following definitions shall apply for the purpose of this policy:

3.1. **Discrimination**

Discrimination means any behavior or practice, whether intentional or not, that differentiates adversely, excludes or denies access to an individual on the basis of race, religious beliefs, color, gender, gender identity, gender expression, sexual orientation, physical or mental disability, age, ancestry, place of origin, marital status, family status, or source of income.

3.2. **Personal Harassment**

Personal Harassment means any unwelcome verbal or physical behavior, conduct or communication that disparages, humiliates, intimidates, threatens or harms another person.

The behavior need not be intended as harassing to be considered Personal Harassment. It is sufficient that one knows or ought reasonably to know that the behavior is offensive or unwelcome.

Note: The normal exercise of supervisory authority including but not limited to training, direction, instruction, supervision, evaluation and discipline does not constitute harassment.

Some examples of Discrimination or Personal Harassment which will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, innuendos or taunting of any individual on the grounds listed above whether communicated in person or online. Medicine Hat School District No. 76 will also not tolerate the display of pornographic, racist or offensive signs or images, practical jokes that result in awkwardness or embarrassment, whether indirect or explicit.

3.3. **Sexual Harassment**

Sexual Harassment is any unwelcome behavior, which is sexual in nature. Such behavior may directly or indirectly affect or threaten to affect in an adverse manner a person's job security, prospects, promotions, earnings, working conditions, or learning environment.

Sexual Harassment can include, but is not limited to:

- 3.3.1. Unwanted physical contact;
- 3.3.2. Unwelcome remarks or compromising invitations;
- 3.3.3. Verbal abuse or display of suggestive pictures;
- 3.3.4. Leering, whistling, innuendoes, jokes or other behaviors or gestures of a sexual nature;
- 3.3.5. Demands for sexual favors;
- 3.3.6. Stalking;
- 3.3.7. Insulting remarks about sexual orientation;
- 3.3.8. Threats or intimidating behavior of a sexual nature;
- 3.3.9. Bragging about sexual prowess for others to hear;
- 3.3.10. Sexually insulting remarks about race, gender, ability or class.

The behavior need not to be intended as harassing to be considered as Sexual Harassment. It is sufficient that one knows or ought reasonably to know that their behavior is offensive and unwelcome.

3.4. **Complainant**

A person who has witnessed and/or believes he or she has been the subject of Personal and/or Sexual Harassment or Discrimination and who seeks recourse through this procedure.

3.5. **Respondent**

A person against whom an allegation of Personal and/or Sexual Harassment or Discrimination has been made pursuant to this procedure.

4. Prohibition

- 4.1. No employee or other individual shall discriminate against or harass, either personally or sexually, another employee, student, parent/legal guardian, contractor, visitor or volunteer on district premises or during district-sponsored activities off site.

5. Confidentiality

- 5.1. The District will endeavor to respect the confidentiality of a complaint to the extent possible.
- 5.2. In order to complete the investigation, all complaints and information gathered in the course of investigating a complaint, including the identity of the Complainant, Respondent and any witnesses will only be disclosed:
 - 5.2.1. As necessary for the purposes of this administrative procedure and to conduct any investigation in accordance with the principles of fairness and natural justice;
 - 5.2.2. In accordance with FOIP or any other statute;
 - 5.2.3. Where disclosure is necessary due to an imminent threat to the safety of the Complainant or others.

6. Reprisals

- 6.1. Reprisals against individuals who have reported a complaint (informal or formal) or against any participants in a harassment investigation are forbidden.
- 6.2. Alleged reprisals will be considered harassment under this procedure and shall be investigated as a formal complaint, and if substantiated, will be subject to the same consequences as a founded complaint of harassment.

7. False Complaints

- 7.1. If the complaint made (informal or formal) is determined, based on a balance of probabilities, to be made in bad faith, is vexatious or is clearly without merit, the complaint process shall be discontinued and disciplinary action may be taken against the Complainant. This action may include dismissal from employment, or where the Complainant is a student, suspension or expulsion.

8. Timelines

- 8.1. Complaints of Personal Harassment, Sexual Harassment or Discrimination under this administrative procedure are to be made within a reasonable time from the date the initial incident occurs. Complaints which are brought forward more than one (1) year from the date of the occurrence may or may not be investigated at the discretion of the Deputy Superintendent, Human Resources.

9. Records

- 9.1. All records related to a Personal Harassment, Sexual Harassment or Discrimination or retaliation investigation must be kept separate from a Respondent's personnel file, except when the allegations are determined to be substantiated.

- 9.2. Records of student complaints must be kept in accordance with the Student Record Regulation 225/2006.

10. Roles and Responsibilities

- 10.1. All supervisors are responsible for:
- 10.1.1. Informing themselves and their employee, parents, volunteers, contractors working directly with students and staff, and students of this procedure; and
 - 10.1.2. Taking appropriate action to address complaints of Personal Harassment, Sexual Harassment or Discrimination.
- 10.2. All District employees, contractors, students, volunteers, visitors and parents are responsible for:
- 10.2.1. Complying with this administrative procedure;
 - 10.2.2. Making, in good faith, complaints of Personal Harassment, Sexual Harassment or Discrimination; and
 - 10.2.3. Cooperating with any investigation that is undertaken in accordance with this administrative procedure.

11. Resolution

A complaint of Personal Harassment, Sexual Harassment or Discrimination may be resolved by any one or all of the following methods:

- 11.1. Informal Resolution: either by the Complainant informing the Respondent directly that their actions are unwelcome and must stop immediately, or where the Complainant is uncomfortable approaching the Respondent directly, requesting that a third party provide assistance by way of informal intervention;
- 11.2. Formal Resolution: where informal resolution proves unsuccessful or inappropriate, the Complainant may request a formal investigation initiated by a formal written complaint.
- 11.3. In addition to seeking informal or formal resolution of a complaint of Personal Harassment and/or Sexual Harassment or Discrimination, nothing in this administrative procedure restricts a person's legal right to:
 - 11.3.1. Make a complaint with the Alberta Human Rights Commission;
 - 11.3.2. Contact the police if an assault or sexual assault has occurred;
 - 11.3.3. Seek legal advice;
 - 11.3.4. File a complaint with a professional regulatory body or employee union or association as applicable.
- 11.4. In the absence of a specific complaint of Personal Harassment, Sexual Harassment or Discrimination, the Deputy Superintendent, Human Resources or designate may initiate an independent investigation where:
 - 11.4.1. There is a pattern of inquiries or complaints over time which suggests the existence of a specific problem which has been identified but not corrected;

- 11.4.2. There is reason to believe that a broader, systemic problem exists in the learning and/or working environment which causes, contributes to or encourages Personal Harassment, Sexual Harassment and/or Discrimination.
- 11.4.3. As a result of an investigation, a specific complaint is not supported but there is reasonable evidence to support that a broader systemic problem exists; or
- 11.4.4. In any other circumstances that the Deputy Superintendent, Human Resources deems it appropriate.
- 11.5. When an investigation of a non-specific Personal Harassment, Sexual Harassment or Discrimination complaint is approved, the Deputy Superintendent, Human Resources shall advise the parties involved of the commencement of an independent investigation, including the reasons for initiating the investigation, and the process and procedures which will be followed in carrying out the investigation which may include but is not limited to the formal complaint resolution process for complaints involving students or complaints involving non-students as outlined below.

12. Informal Resolution

- 12.1. Use of informal resolution procedures is not a pre-requisite to seeking a formal resolution, however, individuals are encouraged to first take direct action to resolve an issue of harassing behavior by advising the Respondent (either verbally or in writing) at the earliest opportunity that his or her actions are unwelcome and tell them to stop.
- 12.2. If the Complainant has been unable to resolve the issue on their own, or the Complainant is not comfortable approaching the Respondent directly, the Complainant will proceed to make an informal complaint to their immediate supervisor, or a teacher or school administrator in the case of a non-employee Complainant. If the Respondent is the immediate supervisor, teacher or school administrator, then the Complainant may contact the Deputy Superintendent, Human Resources to make an informal complaint.
- 12.3. Upon receipt of an informal complaint, the immediate supervisor, teacher or school administrator shall, in a timely manner:
 - 12.3.1. Review the complaint submitted to determine the basis of the allegations being made and whether a formal investigation is required;
 - 12.3.2. Notify the Respondent that an informal complaint has been received including the specifics of the allegations such as times, dates and the alleged conduct;
 - 12.3.3. Meet with the Complainant and Respondent to discuss the allegations with a view towards an acceptable resolution and implementing an informal plan of action where necessary; and
 - 12.3.4. Monitor the situation, holding if necessary, subsequent meetings with the Complainant and Respondent and taking any further steps as deemed appropriate to ensure that the harassment has stopped.

13. Formal Resolution

- 13.1. A formal complaint may proceed in the following circumstances:
 - 13.1.1. If the complaint has not been resolved at the informal level; or
 - 13.1.2. Should the harassment continue; or
 - 13.1.3. If the Complainant, or the third party who the Complainant has made an informal complaint of harassment to believes that the nature of the alleged harassment warrants formal resolution.
- 13.2. A formal complaint shall be made in writing, when reasonable to do so, by the Complainant to their immediate supervisor or the school Principal in the case of a non-employee Complainant, who will forward the formal complaint to the Superintendent.
- 13.3. If the supervisor or Principal is the Respondent, the Complainant shall submit their formal complaint directly to the Superintendent.
- 13.4. If the Superintendent is identified as the Complainant or Respondent, the entire matter shall be directed to the Board. If the Superintendent is identified as the Complainant it is the Board's decision as to whether to assign an outside investigator.
- 13.5. Upon receipt of a formal complaint, The Superintendent or designate shall, within ten (10) working days, carry out a preliminary review of the complaint to ensure that it is complete and determine whether or not there are reasonable grounds for investigation.
- 13.6. After determining that the complaint is complete and there are reasonable grounds for investigation, the Superintendent or designate shall promptly inform the Complainant, Respondent, and the supervisors of the Complainant and Respondent where applicable that a formal complaint has been received and will be investigated. Individuals who are named as Respondents in a complaint have a right to know in a timely manner that they are the subject of a complaint. In particular, a Respondent has a right to know the specifics of the allegation(s), including times, dates and alleged conduct and receive a copy of the complaint.
- 13.7. If at any point in the formal process, the parties mutually agree that the informal approach is more appropriate, the formal process may be suspended.

14. Formal Complaint Resolution Process

14.1. Complaints Involving Students:

Where a formal complaint is received involving a student as the Complainant and/or Respondent:

- 14.1.1. The Superintendent, within five (5) working days of informing the parties that a formal complaint has been received shall, assign the investigation to an investigator which may be the school principal or central office administrator or a designate;

14.1.2. The investigator will conduct an investigation which will consist of personal interviews with the Complainant, the Respondent and others who may have knowledge of the incidents or circumstances that led to the complaint;

14.1.3. The parents of the student Complainant and/or student Respondent as the case may be will be contacted at an appropriate time during the investigation where deemed appropriate by administration, taking into consideration the age of the child and the nature of the allegations being investigated.

14.1.4. The investigator shall make a written report with the findings of the investigation and recommendations to the Superintendent within (30) working days from the date the Respondent is notified of the complaint;

14.1.5. The Superintendent may extend the time lines depending on the circumstances;

14.1.6. The Superintendent must review the report and determine a plan of action within ten (10) working days of receiving the report;

14.1.7. The Superintendent shall communicate in writing their determination based on the results of the investigation to the parties and the parents/guardian of the Complainant and/or Respondent student unless the student is determined to be an independent student. Such communication shall be in accordance with the *Freedom of Information and Protection of Privacy Act*. Specifically, the information provided to the Complainant will be limited to the finding of whether or not harassment has occurred within the meaning of this administrative procedure, and whether or not disciplinary action will be imposed as a result. The specific nature of any disciplinary action taken against the Respondent or others will not be disclosed to the Complainant or the parents/guardians of a Complainant;

14.1.8. When the Superintendent finds the complaint is valid, he/she shall determine appropriate disciplinary action and refer the Complainant and the Respondent to available supports such as the District's Employee Assistance Program where applicable or other support resources within or outside of the school.

14.2. Complaints Not Involving Students:

Where a formal complaint is received and does not involve a student as the Complainant and/or Respondent:

14.2.1. The Superintendent, within five (5) working days of informing the parties that a formal complaint has been received shall, assign the investigation to an investigator which may be the Deputy Superintendent, Human Resources or designate;

14.2.2. The investigator will conduct an investigation which will consist of personal interviews with the Complainant, the Respondent and others, who may have knowledge of the incidents or circumstances that led to the complaint;

- 14.2.3. The investigator shall make a written report with the findings of the investigation and recommendations to the Superintendent within (30) working days from the date the Respondent is notified of the complaint;
- 14.2.4. The Superintendent may extend the time lines depending on the circumstances;
- 14.2.5. The Superintendent must review the report and determine a plan of action within ten (10) working days of receiving the report;
- 14.2.6. The Superintendent shall communicate in writing their determination based on the results of the investigation to both parties. Such communication shall be in accordance the *Freedom of Information and Protection of Privacy Act*. Specifically, the information provided to the Complainant will be limited to whether or not harassment has occurred within the meaning of this administrative procedure, and whether or not disciplinary action will be imposed as a result. The specific nature of any disciplinary action will not be disclosed to the Complainant;
- 14.2.7. When the Superintendent finds the complaint is valid, he/she shall determine appropriate action which may include but is not limited to:
 - 14.2.7.1. Discipline of an employee found to have committed an act of harassing or discriminatory behavior, which may range from a reprimand up to and including termination of employment;
 - 14.2.7.2. Referral of the Complainant and Respondent to available supports such as the District's Employee Assistance Program where applicable or other support resources within or outside of the school.

Approved:
June 19, 2012

Revised:

REFERENCES

FOIP
Healthy Interactions
Alberta Human Rights Act
Occupational Health and Safety Act
Student Record Regulation