Medicine Hat Public School Division

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MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: DISCRIMINATION, HARASSMENT, VIOLENCE AND BULLYING PREVENTION

PROCEDURE CODE:	*528 AP 002*
Policy Reference: 528 - Discrimination, Harassment, Violence and Bullying	

PROCEDURE

Background

1. The Board is committed to providing and maintaining a safe, caring, respectful, healthy and inclusive working and learning environment that is free from discrimination, harassment, violence and bullying. The Division recognizes that discrimination, harassment, violence and bullying negatively impact psychological and physical safety, employee well-being, student learning, workplace productivity and organizational culture.

   The Division further recognizes its obligations under:

   - the Alberta Occupational Health and Safety Act & Regulation;
   - Part 27 of the Alberta Occupational Health and Safety Code;
   - The Alberta Human Rights Act;
   - the Education Act; and
   - all other applicable legislation.

   The Division is committed to taking all reasonably practicable measures to prevent and respond to incidents of discrimination, harassment, violence and bullying.

2. The purpose of this Administrative Procedure is:
   2.1. To provide members of the Division community with information, instruction and training in relation to discrimination, personal harassment, violence and bullying in the workplace; and
   2.2. To establish processes for assessing hazards, implementing prevention and control measures, establishing emergency response procedures and regularly reviewing these processes.

Application

1. This procedure shall apply to all individuals, who work, study, visit or volunteer within the Division's sites during work and school related-activities whether on, or off Division property.
2. All employees, students, visitors, volunteers and contractors, and parents/guardians are responsible for knowing, understanding and complying with this procedure.

Prevention:

1. Completion of Hour Zero Module (Workplace Violence and Harassment (AB))
2. Annual Review of Policy 528 and related procedures
3. Conduct violence and harassment hazard assessments
   - 3.1. Request made to Division Occupational Health and Safety Officer or a Joint Health and Safety Committee Representative
   - 3.2. Hazard assessment would be completed by Division OH&S Officer and the Joint Health and Safety Committee Representative at the location where the request is being made.
4. Controlled access to school buildings:
   - 4.1. Secure locked buildings during operating hours
   - 4.2. Sign-in/out tracker at all locations
   - 4.3. Video surveillance inside and outside
   - 4.4. On site Resource Officers at several schools
5. Access to the Joint Health and Safety Committee and its representatives where appropriate.

Responsiveness:

1. Establish emergency response procedures where necessary
   - 1.1. Hour Zero Protocols are reviewed annually and used as necessary according to the situation, these protocols can be implemented dependent on the situation.
     - 1.1.1. Lock Down
     - 1.1.2. Hold and Secure
     - 1.1.3. Shelter in Place
     - 1.1.4. On Alert
     - 1.1.5. Drop Cover Hold
   - 1.2. Domestic Violence: The Division recognizes that domestic violence may occur in the workplace or school environment. Where the Division becomes aware, or ought reasonably to be aware, that domestic violence may expose a worker or student to risk, the Division shall take reasonable precautions to protect those at risk, through the options mentioned in 1.1.

Support:

The Division recognizes that individuals affected by discrimination, harassment, violence or bullying may require support. Supports may include:

1. Employee and Family Assistance Program (EFAP) referral;

2. Counseling resources;
3. Medical or psychological supports;
4. Safety planning;
5. Modified work or learning environments; and
6. Referrals to community resources.

Review:

This administrative procedure shall be reviewed regularly and revised as necessary to ensure compliance with legislation and continued effectiveness.

Roles and Responsibilities

1. All supervisors are responsible for:
    1.1. Informing themselves and their employees, parents/guardians, volunteers, contractors working directly with students and staff, and students of this procedure; and
    1.2. Taking appropriate action to address identified hazards, implement emergency protocols as necessary and take all reasonable steps to protect those at risk.

REFERENCES

Alberta Human Rights Act
Protection of Privacy Act
Occupational Health and Safety Act
Student Record Regulation

Approved: September 1, 2026