

Harassment



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 212.1

1. Human Resource Services will provide support and assistance in accordance with Administrative Policy 212 and Administrative Regulations 212.1 and 212.2.
2. The complainant and respondent should work constructively with each other and their supervisor to understand and resolve any harassment issue.
3. Complainant - A person who believes s/he has been harassed and who seeks recourse pursuant to this Policy.
4. Respondent - A person against whom an allegation of harassment has been made pursuant to this Policy.

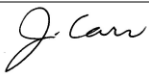
5. Informal Complaint - Complainants who believe they have been the subject of harassment have a responsibility to make their objection clearly known to the respondent. Complainants should seek support of their immediate supervisor as to how to proceed. Complaints made in the informal process must be done in a timely fashion.

6. Formal Complaint - A formal complaint may proceed in the following instances:

- a. If the complaint has not been resolved at the informal level; or
- b. Should the harassment continue; or
- c. If the nature of the alleged harassment is determined as serious by the immediate supervisor.

The filing of the written formal complaint must be done in a timely fashion.

- .7. All complaints filed shall be handled in accordance with the procedures set out in Administrative Regulations 212.1 and 212.2.
- .8. Upon the filing of an harassment complaint (whether informal or formal), the complainant and respondent must be provided with a copy of Policy 212, Administrative Regulations 212.1 and 212.2 and The Workplace Harassment Information Booklet.

Reference: District Governance Policy EL#5 Human Rights, Citizenship and Multiculturalism Act	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 109, 209	Date(s) Revised: June 27, 2003; June 7, 2007