



Workplace Violence and Harassment Policy

The Waterloo Co-Operative Preschool Inc. believes in the prevention of harassment and violence and promotes a workplace in which all people respect one another and work together to achieve common goals. Any act of harassment or violence is unacceptable conduct that will not be tolerated. This program applies to all activities that occur while on the premises or while engaging in preschool business, activities or social events.

The Waterloo Co-Operative Preschool is committed to:

- Investigating reported incidents in an objective and timely manner
- Taking necessary action to respond to those incidents
- Providing support for complainants

For the purposes of this program, included are Board of Directors members, all staff, duty parents, volunteers and contract employees.

Workplace Harassment

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.

Examples of workplace harassment include, but are not limited to:

- Bullying
- Intimidating
- Offensive jokes or innuendos
- Displaying or circulating offensive pictures or materials
- Offensive or intimidating phone calls or emails

Workplace Violence

No employee or any other individual affiliated with the Preschool shall subject any other person to workplace violence or allow or create conditions that support workplace violence.

Examples of workplace violence include, but are not limited to:

- Threatening behavior such as shaking fists, destroying property or throwing objects
- Verbal or written threats that express an intent to inflict harm
- Physical attacks
- Any other act that would arouse fear in a reasonable person in the circumstances

Workplace Harassment and Violence Complaint Procedure

1. Prior to filing a formal report of the incident, a person subjected to workplace harassment or violence (The Complainant) should let their objections to the behaviour be known to the alleged offender (The Respondent) directly or with the assistance of a third party.
2. A complainant may ask for support from the teacher or Board of Directors to communicate their objections to the incident and/or to prepare and submit a formal complaint if they choose.
3. The complainant should carefully record details of the incident including the date and time of the incident, the nature of the incident and names of people who may have witnessed the incident. This document is the Complainants' personal record and property.
4. The Complainant may choose to file a formal complaint that documents his/her concerns to the Board of Directors

Confidentiality

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident should not disclose the details of the incident to any third party without prior consultation with the Complainant. Gossiping about an incident seriously undermines the privacy of all parties involved and will not be tolerated. Those with questions or concerns about an incident should speak to a Teacher or an Officer on the Board of Directors.

Revised: January 2017 by Tracey Marques and BOD.

Approved By: Carolyn McCoe (President) on March 9, 2019

Seconded By: Allana Gowan (Vice President) on March 19, 2019