



**Report 25-008  
POLICY REVIEW COMMITTEE**

**13 FEBRUARY 2025**

**APPROVAL OF REVISIONS TO POLICY P.009 HR, RESPECTFUL  
WORKPLACE AND HARASSMENT PREVENTION**

**Key Contact: Jesse Mark, General Counsel**

**PURPOSE:**

1. To seek approval for the proposed revisions to Policy P.009.HR, Respectful Workplace and Harassment Prevention.

**STRATEGIC LINKS:**

2. The revisions proposed to Policy P.009.HR Respectful Workplace and Harassment Prevention reflect the Board’s commitment to staff well-being as reflected in its 2023-2027 Strategic Plan.

**CONTEXT:**

3. Following the review and approved revisions to Procedure [PR 652 HR: Respectful Workplace](#) staff propose updating the standing policy to align with these changes. The standing policy is outdated and does not address the current operating realities of fostering a respectful workplace across the District. Staff believe that the revised policy better reflects the District’s commitment to acknowledging the respect and dignity of all employees.

**KEY CONSIDERATIONS:**

4. Proposed Revisions  
In addition to the changes proposed initially in [Report 24-112](#) (highlighted in [yellow](#)), the following addresses the newly proposed changes (highlighted in pink in Appendix A):

Section	Proposed Revisions
1.0 Rationale	<ul style="list-style-type: none"> <li>● Simplifying the language</li> <li>● Capitalizing defined terms</li> </ul>

	<ul style="list-style-type: none"> <li>● Adding “provincial legislation” to cover other possibly related legislation</li> </ul>
3.1	<ul style="list-style-type: none"> <li>● Removing redundancy</li> <li>● Clarifying that the policy covers disrespectful behaviour and workplace harassment only towards workers</li> </ul>
3.2	<ul style="list-style-type: none"> <li>● Simplifying the language</li> <li>● Capitalizing “OCDSB Community” for it is a defined term in Appendix A to the policy</li> </ul>
3.3	<ul style="list-style-type: none"> <li>● Deleting redundant content covered elsewhere</li> </ul>
4.1	<ul style="list-style-type: none"> <li>● Consistent use of “shall” vs. “will” in policies</li> <li>● Removing unnecessary terms covered by the definitions of “disrespectful behaviour” and “workplace harassment”</li> </ul>
4.3	<ul style="list-style-type: none"> <li>● Simplifying the language</li> </ul>
4.4	<ul style="list-style-type: none"> <li>● Clarifying that not all complaints made under this policy warrant investigations</li> </ul>
4.5 & 4.6	<ul style="list-style-type: none"> <li>● New content to address feedback received from the public</li> </ul>
4.7	<ul style="list-style-type: none"> <li>● Deleted as it is covered by the new 4.5</li> </ul>
4.8	<ul style="list-style-type: none"> <li>● Deleted as it is procedural and covered in the accompanying <a href="#">Procedure</a>- PR.652.HR</li> </ul>
4.9 - 4.11	<ul style="list-style-type: none"> <li>● New content in response to feedback received from the public</li> </ul>
4.17	<ul style="list-style-type: none"> <li>● Deleted content covered elsewhere</li> </ul>
4.18	<ul style="list-style-type: none"> <li>● Deleted as it is covered by the definition of “Disrespectful Behaviour”</li> </ul>
4.19-4.21	<ul style="list-style-type: none"> <li>● Clarifying the language</li> </ul>
Appendix A to Policy	<ul style="list-style-type: none"> <li>● New definitions of terms recently added to the policy (i.e. OCDSB Community and People in Positions of Authority)</li> <li>● Removing “sexual or gender-based harassment” as it is not used in the body of the Policy.</li> </ul>

## RESOURCE IMPLICATIONS:

5. Besides resources covered by the existing budgets, no additional resources are required to approve the proposed revisions to Policy P.009.HR, Respectful Workplace and Harassment Prevention.

## COMMUNICATION/CONSULTATION ISSUES:

6. The revised draft presented to the Committee in [Report 24-112](#) was posted to the District website through Engage OCDSB between 14 November and 12 December 2024. Awareness of this consultation was raised through parent/guardian, student, and school council communications. A total of 21 contributions were received, 40% of which were received from OCDSB staff, 40% from OCDSB parents/guardians, and 20% from other OCDSB community members.

The feedback received through consultations with the public, trustees, and subject matter experts informed the proposed revisions in Appendix A to this report. Upon approval of the Committee, the revised policy will proceed to the Board at its meeting on 25 February 2025 for final approval.

## RECOMMENDATIONS

THAT the revised policy Policy P 009 HR Respectful Workplace and Harassment Prevention, attached as Appendix A to Report 25-008, be approved.

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Jesse Mark  
General Counsel

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Pino Buffone  
Director of Education and  
Secretary of the Board

## APPENDICES

Appendix A: Revised Policy P.009.HR Respectful Workplace and Harassment Prevention  
Appendix B: Standing Policy P.009.HR Respectful Workplace (Harassment Prevention)