



*District 30/PSAT*  
*Provincial Schools Authority Teachers*  
*Enseignantes et enseignants des écoles provinciales*

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**ANTI-HARASSMENT AND ANTI-BULLYING POLICY**

A District 30/PSAT member has the right to a union environment free from harassment.

Harassment has a destructive effect in the workplace environment, an individual's health and safety, and the union's solidarity.

Harassment can take on many forms; verbal, physical or psychological. Such actions may be overt or indirect. They may be repetitive or isolated.

No acts of harassment are acceptable. As members of OSSTF District 30/PSAT we must promote mutual respect and trust. We cannot condone any behaviour that is hostile or intended to demean and or intimidate another member of the District.

The District membership must safeguard the rights of all members to be treated with respect and dignity.

It is the responsibility of the District Executive to ensure that the rights of each individual member are safeguarded.

Any member who feels a victim of harassment has the right to expect that the District Executive will act in accordance with the Anti-Harassment Anti-Bullying Policies and Procedures established.

**COMPLAINT AND RESOLUTION PROCEDURES**

A member who feels that they have been subject to harassment or bullying by another OSSTF member is encouraged to take action to ensure the behaviour is stopped.

As a first step the member who feels harassed or bullied should immediately tell the other member to cease the behavior either verbally or in writing or through the assistance of a third party.

If the behaviour recurs or persists the member should make a complaint to the District 30 appointed Anti-Harassment Officer. The Anti-Harassment Officer shall investigate the complaint promptly and attempt to stop the behaviour informally. If the complaint cannot be resolved informally the Anti-Harassment Officer shall conduct a full investigation of the events. The Anti-Harassment Officer will ask the claimant to put down in writing all concerns and relevant information related to the complaint. Once the complaint is written the

Anti-Harassment Officer shall report to the District Executive the nature of the complaint, the findings of the investigation, and recommend a resolution to the District Executive. The District Executive shall determine the resolution. Resolutions may include but are not limited to apologies, mediation, warnings, or temporary limits of access or exclusion from current or future meetings. If a decision is made to exclude a member it shall be done so in writing and the President of the District shall inform the Branch Representative in strict confidence of such decision.

Decisions that are made may be appealed as per the Appeals procedures established by the District Executive

None of the above policies or procedures restrict a member from filing a complaint to the Ontario Human Rights Commission.

### **APPEAL PROCEDURES**

Members of the District affected by a decision resulting from a complaint under the District Anti-Harassment and Anti-Bullying Procedure may appeal the decision using the following procedures:

- a. Within ten (10) days of the decision the affected member shall submit a request in writing to the District President for an Appeals Committee.
- b. Within five (5) days of receiving the request the District President shall appoint three (3) members of the District as an Appeals Committee to consider the appeal.
- c. Within fourteen (14) days the appeals committee shall meet to consider the appeal.
- d. The Appeals Committee shall review the complaint, the investigation process, findings and the decision.
- e. Following the review, the Committee shall either confirm or modify the decision.
- f. The decision of the District 30 Appeals Committee shall be consistent with the District 30 Anti-Harassment and Anti-Bullying Policies and Procedures.
- g. The Appeals Committee shall report the decision on the Appeal to the District President within five (5) days after the meeting at which the Appeal is considered.
- h. Within five (5) days of receiving the decision the President shall communicate in writing the decision to the Appellant.

The decision of the Appeal Committee shall be considered final and not subject to any appeal.