

CREATING SAFETY WITHIN THE ULLENS SCHOOL PERSONNEL**POLICY:**

The accomplishment of Ullens School's Vision, Mission and Goal statement are dependent on developing and sustaining a safe and respectful work environment where all employees benefit from the basic human rights of equality and freedom of speech. All employees in turn have a social responsibility towards Ullens School in creating this environment.

PROCEDURES:

- Annually the Teaching Faculty and each department submits in written form their commitment to creating and sustaining a safe and respectful work environment to the Principal.
- Some of the items of the commitment may include any of the following points depending on the needs of each department.

Employee Relations:

- Keep all school business confidential. If there is a problem discuss it with the appropriate person – Class Team Teacher, Coordinator, Directors
- Be cooperative and helpful with each other
- Respect each other's limitations, strengths, views, ideas
- Move around getting to know all staff members without forming tight "cliques" of friends.
- Practice equality amongst each other as well as respect and dignity.
- Compliment each other rather than making judgments
- Compromise to a certain extent.
- Understand and even appreciate each other's mistakes.
- Don't develop competitive attitude towards each other. Share ideas and activities.
- Know one's responsibility and be faithful to it. Don't let others down
- Avoid dominating habits in conversations and attitude
- Share what is personally appropriate with friends.
- Develop professional trust with co-workers
- Be open to being observed in the work environment and learn from others comments
- Practice positive, healthy thinking rather than negative judgmental thinking

Communications With Employees:

- Keep confidentiality
- Be upfront with others
- Clear up misunderstandings within a timely manner using safe communication tools
- Clear up misunderstanding with an individual person in a private safe communication

- Have healthy conversations, interactions, and discussions
- Be ready to accept each others limitations and strengths
- Avoid communication gaps between each other
- Avoid criticisms behind others
- Realize that one's perceptions are usually incorrect so check with the other person before getting upset or angry or hurt.

Communication With Administration:

- Organize meetings with agendas beforehand is great
- Allow staff to add items to the staff agendas
- Sharing of staff's ideas is welcomed at staff meetings
- Accept given responsibilities at staff meetings and carry them out in a timely manner
- Provide feedback opportunities between staff and administration and vis versa
- Avoid dominating discussions in staff meetings
- Practice democratic not authoritative and restrictive management
- Allow freedom of speech and ideas from staff
- Avoid pressurizing staff with an authoritarian management style

EMPLOYEE – INTERPERSONAL RELATIONSHIPS**POLICY:**

Interpersonal relationships exist in a work environment whether between the same sex and/or different sexes. When a relationship between two employees becomes of a more exclusive nature or of an intimate sexual nature then there is potential for conflict of interests between employees. Teachers/employees are expected to conduct themselves in a professional manner.

CONDITIONS:

- Any teacher/employee involved in an exclusive or intimate relationship with one another may be required not to work in the same program.
- Teachers/employees involved in an intimate or sexual relationship may not supervise one another.

PROCEDURE:

- If it becomes apparent that teachers/employees who are engaged in an exclusive or intimate sexual relationship and it is interfering in their ability to perform their job in a professional manner and/or concern has been identified by students or colleagues then the Principal/Vice-Principal[s] will have a meeting to discuss the implications of the behaviours in the workplace.
- Best efforts will be made to review schedules, and their work responsibilities to cause the least amount of stress for students/colleagues and to cause the least disruption to the employee's work responsibilities.
- The Principal/Vice-Principal[s] cannot be engaged in an exclusive and/or intimate sexual relationship with another staff member. If this occurs, the Principal/Vice-Principal[s] is required to notify the Board of Directors as soon as possible. The Ullens School Board will then make recommendations to the Principal/Vice-Principal[s]. The following are some options that could be recommended.
 - One employee could leave the employment of Ullens School.
 - Supervision of the employee concerned is delegated to another Administration Director if this is a reasonable possibility.
 - The Principal/Vice-Principal[s] concerned could take another position within Ullens School if that is a possibility.
- The Ullens School Board makes the final decision in this matter.

TOBACCO PRODUCTS

POLICY:

The use of all tobacco products is prohibited within Ullens School Compound and/or immediately outside the gate.

PROCEDURES:

- Ullens School's parents/caregivers, employees and/or students wishing to use tobacco products must do so only in specified areas designated for this purpose.
- Employees and students found using tobacco products inside the building and/or school compound are subject to a verbal reminder.
- If the action persists regarding a student, the matter is given over to the Discipline Committee for consideration and resolution.
- If the action persists regarding an employee, the Administration Director[s] is advised. The Administration Director[s] will discuss the reasons why the verbal warning was not followed and what course of action the employee now needs to take.
- If the action concerns the Administration Director[s], the matter follows the conflict resolution policy procedure.

THEFT

POLICY:

Theft of any kind will not be tolerated at Ullens School. A teacher and/or an employee occupies a special position of trust with students and colleagues. It is essential that trust be maintained and that complete confidence exists in the employment and work relationship.

Theft is defined as the unauthorized taking of property that does not belong to the teacher/employee. The following are examples of prohibited conduct:

Example(s):

- Theft of property or services from Ullens School;
- Unauthorized use of Ullens School's equipment;
- Unauthorized use or theft of property from students, visitors, parents, volunteers or other employees;
- Theft outside working hours and the workplace which may affect the employment relationship;
- Actions which result in the unauthorized taking of money, property or other things from Ullens School's students, visitors, parents, volunteers or other employees.
- Willful damage to any school property is also considered theft as there is an expense incurred to repair or replace the property damaged.

CONDITIONS:

- This policy also applies in cases of attempted theft by teacher/employee.
- Theft or attempted theft by teacher/employee may result in the immediate dismissal and he/she may be reported to the local police authority.
- Where a teacher/employee is suspected of stealing, he/she may be suspended pending further investigation.

SUBSTANCE ABUSE

POLICY:

Ullens School policy on alcohol and other drug misuse is based on the belief that the misuse is a serious social problem that requires treatment.

Any teacher/employee reporting for duty under the influence of alcohol, drugs or other prohibited substance[s] which endangers his/her health or safety, or the health and safety of other persons, will not be permitted to remain on the premises.

It is the responsibility of the teacher/employee to seek help and/or treatment at the earliest possible opportunity.

Sub-standard performance due to alcohol or drug misuse will not be condoned. Treatment will be supported by the employee in a manner outlined in the organization's policies as indicated below under procedures. Support by the employer does not imply any type of financial aid.

Storage, possession or consumption of alcohol or drugs other than medication being used in the prescribed manner by any teacher/employee on the premises is prohibited.

Teacher/employee reporting to duty or found on duty in a condition of prescription and/or non-prescription medical drug impairment which interferes with job performance will be sent home on sick leave, and may be required to supply a doctor's note.

PROCEDURE:

- On a first offence, the teacher/employee shall be sent home. A discussion will follow the next day around behaviour and expectations and where help is available.
- On the second behaviour, the teacher/employee will be given a written warning regarding the seriousness of the incident.
- On the third offence, the teacher/employee will face serious disciplinary measures up to and including dismissal.
- Violation of this policy will be grounds for discipline up to and including termination. Refer to disciplinary protocol.

HARASSMENT – PERSONAL

POLICY:

Personal harassment is an objectionable conduct or comment, directed towards a specific person, which serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or offensive work environment.

Ullens School is committed to promoting a work environment in which all employees are treated with dignity and respect and are free of harassment in the workplace. Therefore, behaviour that comes under the definition of harassment will not be tolerated.

Personal harassment includes but is not limited to:

- Unwanted actions, derogatory or demeaning comments, jokes or slurs;
- Derogatory or demeaning posters, pictures, cartoons, graffiti or drawings,
- Innuendoes, taunting, and/or ostracizing a co-worker or employee;
- Threats, bullying, coercion;
- Malicious gestures or actions.

PROCEUDRE:

- A teacher/employee who feels that he/she is being harassed follows the same reporting procedures set out in the policy on Sexual Harassment.
- The investigation procedure and the potential consequences for a teacher/employee found to have engaged in personal harassment will be the same as for those engaged in sexual harassment.

HARASSMENT – SEXUAL

POLICY:

Ullens School is committed to preventing discrimination and harassment in the workplace.

Sexual harassment is defined as:

Any comment or conduct of a sexual nature that is uninvited and is known or ought reasonably to be known to be welcomed and objectionable to the recipient; or that may lead to adverse job-related consequences for the victim of harassment; or that detrimentally affects the work environment.

Sexual harassment **includes but is not limited to:**

- unwanted physical contact,
- sexual advances,
- requests for sexual favours,
- suggestive or offensive comments,
- gestures emphasizing sexuality, sexual identity or sexual orientation,
- it may consist of one incident or repeated incidents.

PROCEDURE:

- A teacher/employee who feels that he/she is being harassed is encouraged to advise the alleged harasser that such conduct is unwelcome and is a breach of this policy and must stop.
- If the request is unsuccessful or it is considered inappropriate or uncomfortable to make such a request, the complainant may seek the confidential advice of the Principal or the Chairperson of the Ullens School's Board of Trustees if the alleged harasser is the Principal. All complaints are kept in strict confidence.
- If the behaviour does not stop, or if the teacher/employee chooses not to approach the harasser, the employee should report the incident[s] in writing to the Principal within **six** months of the **latest** occurrence. The Principal will then meet with the accused teacher/employee to discuss the specifics of the complaint.
- With the consent of the complainant the Principal will advise the teacher/employee accused of engaging in harassment that there has been a complaint, that the matter is being investigated, and that no threats or reprisal against the complainant will be tolerated.
- The Principal will investigate the complaint within seven (7) days of receiving it in writing, by interviewing the complainant, the alleged harasser, and **any** potential witness. During the investigation, every effort will be made to treat the matter with the utmost confidentiality. The Principal will carefully document the results of the investigation and the notes will be filed in a separate file for each case. The

results of the investigation will determine if the notes will be placed in the alleged harasser's personnel file.

- Once the investigation is completed, the Principal reviews the file and determine if the complaint is substantiated. The Principal may seek advice from the Management Committee. However any discussion of the matter beyond those concerned must be kept in the strictest confidence.
- If the complaint is substantiated, appropriate disciplinary action will follow. The Principal will make his/her best effort to render a decision within fourteen (14) days of the completion of the investigation. Disciplinary action could include:
 - recommendation of counseling;
 - a disciplinary letter on the teacher's/employee's personnel file;
 - a suspension without pay;
 - termination of the harasser's employment with Ullens School.
- If the complaint is not substantiated, and it is determined that the complainant deliberately made a false accusation or acted in a vexatious manner, disciplinary action will be taken towards the complainant as outlined in section above, "If the complaint is...".
- If the complaint is not substantiated, and the complainant acted in good faith then a plan for reconciliation with the other staff member will be implemented. This may include:
 - discussions with both parties;
 - mediation and a mutually agreed upon plan between the two employees and the Principal.
- In a harassment investigation, the Principal works in conjunction with the Ullens Management Committee. All parties consulted will treat the matter in confidence.
- Nothing in this policy shall restrict a teacher/employee's legal or civil rights to file a complaint to the police.

Note:

- Where the alleged harasser is the Principal, the complaint shall be presented to the Chair of Ullens School Board of Trustees, who will conduct the investigation.
- Complaints against the Vice Principal are directed to the Principal and the above procedure is followed.
- The same procedure above is followed for either the Principal or the Vice Principal

MAIL

POLICY:

Employees may not use Ullens School address for personal mail unless special arrangements have been made with the Principal.

PROCEDURES:

The Principal may give permission for the reception of personal mail for the following reasons and/or persons;

- A visiting teacher and/or trainer
- A teacher/employee who is in transition and needs a permanent address
- According to the discretion of the Principal/Vice-Principal[s]

FRAUD**POLICY**

Ullens School management considers fraud to be a serious offense.

Definition of Terms:

Fraud for the purposes of this policy is defined as misrepresentation of information for personal gain. Fraudulent behaviour on the part of any employee will not be tolerated. It is essential that trust be maintained between the employer and its employees.

PROCEDURE:

- Where fraud is suspected, an employee is suspended pending the outcome of an investigation.
- Where fraud is proven, discipline up to and including dismissal will result.
- The proper authorities are notified where fraud is suspected.

The following processes have been instituted to avoid the likelihood of fraud taking place:

1. Payables:

1. An receipt/invoice must be presented and attached to any refunds required by an employee.

2. Staff:

1. If an employee has a known Criminal Record the Administration Director[s] must perform a through investigation of the criminal charges to ensure that they are not a hinderance to Ullens School prior to hiring.
2. Verification of certification and educational degrees and professional membership is necessary.
3. At least two reference checks needs to be made when hiring an Ullens School employee.
4. No Ullens School personal and/or personnel information is given to an outside source unless authorized by the employee.

3. Financial:

1. An annual review of the financial statement is completed by an appointed authority.
2. Account reconciliation is performed on a regular basis on regular Ullens School business by the Main Office.

3. Cash flow information is provided on a regular basis to the Administration Director[s] according to his/her stipulation.
4. The petty cash box is kept in a secure place and only the Staff appointed by the Administration Director[s] has access to it.

4. Students:

1. Student's file are confidential and copies of such will only be released under the written direction of the parent/caregiver.
2. If a lawyer requires a copy of a student file for any type of legal matter, a letter must be submitted on company letterhead with the signature of the parent/caregiver and the lawyer on file.
3. Parent/caregiver identification is verified at all times when student files are requested.
4. Confidentiality form is read and signed by all staff and all volunteer regardless of the duties they perform
5. Unknown individuals calling for information regarding students and/or employees are referred to the Administration Director[s] who will verify the purpose of the request. If the request is valid, then the Administration Director[s] follows the procedures established for the release of information.

5. General Office:

1. All offices are kept locked when not in use, or unattended.
2. The entrance door is kept locked after hours even if Centre personnel is still within the Centre.
3. When keys are given out to staff they are entered in the key register, signed for by staff and initialed by the Main Office secretary.