

# Anglophone East School District New Employee Orientation Manual



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## **Welcome**

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You are about to embark on a very rewarding and challenging journey as a substitute/casual employee! Substitutes/casual employees are an integral part of our education system. Without you, we would not be able to manage as efficiently as we do. The work that substitutes/casual employees perform is very important to the Anglophone East School District and is very much appreciated by all involved!

The role you are fulfilling is a great opportunity for you. It allows you to gain valuable experience, and at the same time to become more familiar with the community and with the Anglophone East School District.

As with all staff, we expect the best from our substitute/casual staff, and we want to provide you with the necessary tools to do the job to the best of your ability. Therefore, we have put together this manual to help prepare you to be successful in your role. Once again, thank you for choosing Anglophone East and best of luck!

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## **About the Anglophone East School District**

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Located in the province of New Brunswick on Canada's East coast, Anglophone East (formally School District 2) serves approximately 16,000 students in 38 schools. The district employs approximately 1700 full-time staff and 900 part-time staff.

Geographically, the Anglophone East School District is located in south-eastern New Brunswick, serving students from municipalities as far west as Havelock and as far north as Sainte-Marie-de-Kent, including Salisbury, Petitcodiac, Alma, Hillsborough, the Greater Moncton area, Cocagne, Shediac, Sackville, and Port Elgin.

A variety of school configurations can be found within the district: K-4, K-5, K-8, K-12, 5-8, 6-8, 6-12, and 9-12. As well, instruction for students is available within three different programs – English, Early French Immersion, and Late French Immersion.

### **Some interesting facts about Anglophone East include:**

- Anglophone East prides itself in continued professional development training for all staff. Teachers receive opportunities for further study in the areas of curriculum implementation, classroom management, personal wellness and leadership. As well, they have the opportunity to apply to participate in the District Leadership Development Program. Paraprofessionals also have ongoing training in their areas of employment. Professional Learning Days are scheduled for all staff throughout the school year.
- Schools function as Professional Learning Communities and all teachers in this district are expected to work collaboratively, focusing on learning and results, in order to meet the needs of all students.
- Information sessions for parents are organized through Home and School Associations, Parent School Support Committees, The District Education Council, Schools and Office of the Superintendent staff.
- District events such as Chess Tournaments, the Drama Festival, Public Speaking, Sports, Readers Showcase, STEM Science Expo and Field Days are organized to enhance the opportunities already provided to our students by individual schools.
- Anglophone East offers additional support for students from Grades 9 to 12, including At-Risk services for students from K-12 delivered by Behaviour Interventionists, Psychologists, Social Workers and Teachers who work on Integrated Service Delivery (ISD) teams.
- Anglophone East works with many community partners to develop contacts and programs for students. We have Community Schools Co-ordinators and programs such as Roots of Empathy, Destination ImagiNation, the Imagination Library. Individual schools have unique programs that support student learning, wellness initiatives and family days. Volunteers are always welcome.
- Students from Anglophone East have scored favourably on standard tests including National competitions and provincial assessments. Teachers are using common formative assessments as part of teaching strategies in our district.
- To assist with a smooth transition to school, Anglophone East has a series of transition to school events throughout the year prior to Kindergarten. Anglophone East students are offered opportunities for travel, participating in international exchanges, national award programs and cultural exchanges.



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## Dress Code

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It's been said, "a picture is worth a thousand words." Your appearance says a lot about your readiness to work and get the job done. Remember that we all serve as role models for our students. Your image projects confidence in your job and therefore helps in gaining respect from students.

Anglophone East School District has a dress code for staff. This dress code represents an expectation of appropriate, professional dress for all staff. It includes the following:

- Blue jeans are not acceptable professional dress for staff
- Shorts are not acceptable professional dress for staff
- T-shirts are not acceptable professional dress for staff
- Sports clothing and sandals are not acceptable professional dress for staff (A good rule of thumb would be if the clothing or the sandals would be worn to the beach then they are not appropriate professional dress).
- Appropriate footwear as dictated by the health and safety policy is a must for our custodial staff

All staff members are required to dress professionally on any day that report to work and are being paid. This includes all days that fall within the school calendar. Staff who participate in field trips are expected to follow the dress code although site-based decisions may be made with building administrators based on the nature of the field trip.

Physical Education teachers will be expected to dress in appropriate physical education clothes for the gymnasium. This may include shorts when appropriate. Custodian, Bus Drivers and Maintenance staff will wear clothing suited for either role.

Each school may have Casual Days. These Days will be on Fridays; the number of casual day Fridays will be determined by each school. It is expected that the dress code will still be in effect on casual days. Business-casual is the expected dress for the Casual Day with the exception that blue jeans may be worn. The purpose of the Casual Day is to raise charitable funds and while the school will make the final decision on which charities to support, from time to time schools will be made aware through the principal of request to support families or staff in to the schools. Participation in casual day is voluntary.

While the school Principal is responsible for monitoring the professionals' dress of staff, the cooperation of staff in taking responsibility for their own professional dress is expected.

**"Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate."** Harry Wong, *"The First Days of School"*

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## **Identification Badges**

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While attending the orientation session your photo will be taken for an “Identification Badge”. This badge is to be worn by you anytime you enter a school. It is your responsibility to pick up your ID badge at the district office once you have been officially notified that your name has been added to the supply list.

If you lose your badge, please contact the Office of the Superintendent to arrange to have another one made.

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## **Tobacco-Free Schools**

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Anglophone East buildings and grounds are smoke free environments as per the Department of Education Policy 702 Tobacco-Free Schools. All employees must provide tobacco-free learning environments for public school students and assist students in making healthy choices.

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## **Drug and alcohol-free workplace**

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Use or distribution of illicit drugs and alcohol by employees is prohibited. Any employee violating the policy may be subject to disciplinary action up to and including dismissal. Employees need to report any conviction of a drug related offence to the HR department within five days.

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## **Scent Reduced / Peanut Free Environment**

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Many of our students and staff have allergies to perfumes and fragrances and can have severe asthma attacks when exposed; therefore, we promote a scent-reduced environment. Please be considerate of others when using perfumes, hairsprays, body washes, etc. Scent free products are much appreciated.



Many students and staff also have allergies to peanuts, resulting in many of our schools being “peanut free”. It is wise to just consider all schools “peanut free” when preparing lunches and snacks to take to work with you.

***In the appendices section of this manual you will find power point slides on allergies and the use and administration of EPI pens.***

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## **Information and Communication Technologies Use**

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All users of information and communication services and equipment owned or managed by the School District are responsible for using these services/resources in an appropriate, legal and efficient manner and will be held accountable for misuse. New employees must read and sign off on the Department Policy 311 Information and Communication Technologies (ICT) Use. ***A copy of Policy 311 can be found in the appendices.***

All substitute/casual employees who work on a regular basis will be issued an NBED e-mail account and notified of this through their mail.

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## **Policy 701 Pupil Protection Policy**

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This policy is aimed at eliminating abusive behaviors through prevention and effective intervention and defines acceptable standards of behavior for adults who are responsible for pupils in the public-school system.

All employees must make themselves aware of this policy and sign off as to their understanding of the content. The policy protects pupils in the public-school system from abusive behavior including physical, sexual and emotional abuse and discrimination by adults to which they may be exposed by virtue of being students. ***A copy of Policy 701 can be found in the appendices.***



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## **Respectful Workplace**

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Workplace harassment is not tolerated in Anglophone East and as such the enforcement of Policy AD 2913 Respectful Workplace is top priority. If you feel that you are the victim of workplace harassment please report it to a school administrator, the Human Resources department or someone you trust.

***A copy of Policy 2913 can be found in the appendices.***

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## **Prevention of Workplace Violence**

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The Government of New Brunswick is committed to the prevention of workplace violence and to taking every reasonable precaution to provide a safe, secure and violence-free work environment. If you feel that you are the victim of workplace violence please report it to a school administrator, the Human Resources department or someone you trust.

***A copy of Policy 2708 can be found in the appendices.***

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## **Substance Abuse in the Workplace**

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As an employer, the Government of New Brunswick is committed to providing a safe, healthy and productive work environment where employees, the general public and the community are protected from the potential adverse consequence of substance abuse. Confidentiality will be maintained for employees who bring, to their supervisor, a concern regarding the effects of a substance on their, or another employee's job performance.

***A copy of Policy 2707 can be found in the appendices.***

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## **Health and Safety**

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The health and safety of our employees is very important to us. If ever you have a health or safety concern, please bring it to the attention of one of our school administrators or contact the Office of the Superintendent, Human Resources.

**If you are involved in an accident while working at one of our schools, please know that you are obligated to report such incidents to WorkSafe New Brunswick.**

**Therefore, you are responsible to report the incident immediately to the school administrator and fill out an accident/incident report (forms can be found at the school office) who in turn will forward the form to the district office where it is reviewed and forwarded to WSNB.** This is regardless of how serious your injury may be and whether it has caused you to miss time or seek medical attention.

***A copy of the WSNB accident report form and instructions can be found in the appendices.***

All WorkSafe NB inquires and claims are managed by the district office Human Resources department.

As a casual employee, you must receive, at any new school you enter, a **brief orientation of the school and their H&S programs, policies, and committee members.** If you do not receive this, ask for it! It consists of items listed in the "Health 7 Safety Program Orientation Checklist" found in the appendices.

All employees have **the right to refuse dangerous work.** If you choose to exercise this right, follow the procedures listed in the appendices.

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## **Payroll Information**

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All employees are paid by direct deposit every second Friday. Notice of Deposits are mailed to the home address of all substitute/casual employees, and includes an insert, stating dates and days/hours paid. Initially, it may take three to five weeks for the first pay, depending on start date and completion of documents.

**The current Pay Schedule** is available on Anglophone East's website under Operations/Payroll/Resources.

Check in with the administration upon arrival at a school or site of employment to familiarize yourself with the school's policies (placement of documents) to **sign-in, in order to get paid.** It is the substitute/casual employee's responsibility to properly sign in. It is the responsibility of the school to transfer the data to the Payroll Department. It is recommended that everyone keep a personal record of all assignments for verification purposes against the insert included with the Notice of Deposit.

**If an error or omission is found, contact the school** that you worked at on the day in question, as they will have to research and submit to payroll.

For payroll purposes the substitute/casual files are managed alphabetically by surname. Our Payroll staff includes are listed on the website under Operations/Payroll/Contact Information.



All **records of employment** (ROE's) are issued electronically at the end of each school year, at the end of employment, or upon request. Current Service Canada contact information is found on our Anglophone East School District website under the Payroll tab.

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## **Absence Management (formerly known as AESOP)**

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Our automated replacement system we use to find replacements for all of our staff is called Absence Management (AESOP). This system allows the substitute to be proactive – you do not have to wait for someone to contact you as you have 24/7 access!

Once you have received notice that your name has been entered into the Absence Management system you will be given login information to access the system online or via the telephone. Your user ID is your phone number and your PIN is usually part of your employee number. Your PIN number can be changed by you after you access the system for the first time.

The system contacts replacement staff based on their classification. This will determine what assignments you are offered, what you are able to view online and what times you are contacted. You are NOT able to edit what schools/areas in which you would like to work. For teachers, the input of subjects/grade levels is done by the Absence Management administrator. Ensure your skills are updated in order to see the maximum number of available jobs.

**Once you have your login IDs for Absence Management, you must watch the training videos online so that you understand how work will be offered to you:**

<https://help.frontlineeducation.com/hc/en-us/articles/115009722968-Substitute-Basic-Training-Video>

<https://help.frontlineeducation.com/hc/en-us/articles/115010555308-Substitute-Advanced-Training-Video>

## **FREQUENTLY ASKED QUESTIONS (FAQ's)**

### ***What is Absence Management?***

Absence Management is an automated application system that allows employees to report an absence and for schools to find suitable replacements. With Absence Management, employees utilize a touch-tone telephone or Internet browser to contact the system and are able to report their absence 24 hours and day, 7 days a week. Once the absence is created, the system uses its data to find qualified replacements and to contact the replacements by telephone.

### ***How do I access Absence Management?***

You have 24/7 access to Absence Management two ways:

Via the telephone by calling **1-877-264-6562** and using your four-digit PIN number to gain access.

**or**

Via the Internet by going the Anglophone East Website at <http://asd-e.nbed.nb.ca> and clicking on the Absence Management logo at the bottom right hand corner and then selecting “login Page”. You will need to use your phone number as the log in ID and your assigned PIN as the password. ***You can view the Quick Start Guide for east reference in the appendices.***

### ***What times should I expect a phone call?***

With Absence Management, phone call are fewer, as the system sends out emails to qualified candidates as the jobs are posted. However, phone calls do still occur and the two call periods for substitute teachers are:

**6:00 am – 2:00 pm**

**And**

**4:30 pm – 11:00 pm**

***These times are for Monday through Friday. Saturday there is no call out period and Sunday there is only an evening call out.*** You can customize your own call times in the preference tab o your home page if you do not wish to receive calls for all or part of these call out periods.

### ***How will I know it is the Absence Management system and not a telemarketer calling?***

The number that shows on your caller ID will be **1-877-264-6562**.  
***This is the dame number you use to call into the system.***

### ***What do I do when the call comes in?***

First, you must say hello when answering the phone as your voice is what will activate the system. Secondly, you will need to have your PIN handy as the system will ask you to enter it. You will be offered a position and told when and where it will take place and then you will be given menu options to either accept or decline the offer.



Once you have your login IDs for Absence Management, to hear an example of a phone call go to this link:

<https://help.frontlineeducation.com/hc/en-us/articles/115009719808-A-Phone-Call-from-Absence-Management->

### ***Why does the system e-mail me?***

Absence Management sends out e-mails for a variety of reasons. One may be that it is notifying you that a job you qualified for has been posted, maybe a job you have already accepted has been cancelled or modified, or lastly, to notify you that you have been placed in a prearranged assignment.

### ***How do I make myself unavailable?***

In Absence Management you can create “non workdays” for days that you do not wish to work or unable to work due to appointments, etc. You simply click on the day on the calendar that appears when you log into your account, and select the green plus (+) sign that says, “Add Non-Work Day”. It will then bring you to a screen where you can add in details such as the time and reason.

***If you know ahead of time that you will not be available on a certain day for any reason, we ask that you make yourself unavailable on the system ASAP.***

*Please note – people on the supply list who make themselves unavailable for extended periods of time without notifying the Absence Management administrator, or people who continuously reject job opportunities may be removed from the supply list without notification.*

### ***What if I want to change my Absence Management profile information?***

Some changes such as schools you want to work at can be done by yourself. All other changes regarding your subjects, grade levels, etc., as well as address changes must be done by contacting the Absence Management administrator at the district office by e-mail or phone. This is to ensure that our payroll department is given notification as the two systems, Absence Management and payroll are not connected.

### ***Can I have multiple phone numbers where the system can reach me?***

No. The system can only store one phone number at a time. However, you have the ability to change your phone number multiple times a day and the change is immediate. Many people switch from their land line to a cell phone number regularly and find it works very well.

### ***What if the system gets my answering machine? Can I call it back?***

If you miss a call with Absence management, you should attempt to call into the system or login online ASAP as it will be a minimum of 16 minutes before it tries to contact you again. By doing

this you may be able to hear/view jobs that are available for you but it is not guaranteed that the job will still be available.

### ***What is job shopping?***

Job shopping is simply a term used to describe logging in or calling into the system to review available jobs and accepting one. This can be done 24 hrs a day 7 days a week. When logging in online you simply click the “Available Jobs” tab at the top of your page. If you accept a job this way, you will not get a phone call to confirm.

### ***What do I do if an administrator calls me directly instead of the Absence Management system?***

You should ask the administrator if they will be booking you off on the system or if they would rather you make yourself unavailable on the system. Ideally, the administrator or teacher that calls you should be using the “Save and Assign” feature when entering the advance. This means they are prearranging the assignment with you as the replacement – that you have agreed to do the assignment. You may get a phone call to confirm the assignment if time permits but this call is not necessary, as you have already confirmed it. It is simply a reminder.

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### **“Tips” for Replacement Staff**

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There are many things that can be done to enhance job opportunities. The following is some information, which may be of assistance. School administrators will also be able to provide further information.

- Feel free to introduce yourself to school administrators once you have been notified that your file is complete. For those who are new to the supply list, remember that there is nothing on the system to indicate that you are new. Also remember that the information listed on the supply list is limited, so summarize for them your experience, education and interests.
- Be prepared! There are many things that you can do to better prepare yourself for supply/casual assignments. Good preparation and organization will be noticed and appreciated. Of course, the opposite will also be noticed. Consider what you can do to prepare in advance, as well as what information you will need to get in order to cover an assignment.
- Of special mention is a common request from administrators - **be early!** We realize that the mornings are hectic, but you should do everything that you can to arrive early. We recommend 20 -30 minutes prior to the start of the assignment.



### **When the call comes in...**

- ✓ make sure you have a pen and some paper handy as well as your PIN number (employee number)
- ✓ find out about the assignment to determine if you should accept it
- ✓ if you are accepting the assignment make note of the job number given to you by the system
- ✓ make sure you know where the school is located
- ✓ check if there is early morning duty or additional information (special instructions)
- ✓ if you are not available for the assignment, select the reason

### **When you arrive at the school...**

- ✓ first, report immediately to the school office, or as was instructed in the call out
- ✓ sign the sign-in log at the office
- ✓ get all of the information that you require about the job, assignment, class, students, subjects, etc.
- ✓ ask if there are any school policies you should know about and check where the school policy book is located
- ✓ check the schedule for the day
- ✓ if your assignment is for supply teaching, check if the teacher was scheduled for duty
- ✓ if your assignment is for supply teaching or educational assistant replacement, ask about adapted programs, and if there is a profile or summary you could review
- ✓ if your assignment is for supply teaching and there is an educational assistant working with students in the class, schedule some time to review information with him or her
- ✓ if your assignment is for supply teaching check if there are any medication schedules, conditions or allergies that you should know about
- ✓ if your assignment is for supply teaching verify attendance taking procedures and related responsibilities
- ✓ ensure that you are aware of emergency procedures and exits
- ✓ check what the disciplinary procedures are at the school
- ✓ ensure the school administration that you will seek their guidance if needed

- ✓ and finally, if it has not already been done, seek an introduction to another colleague who would be a good resource for the day

**At the end of the day...**

- ✓ complete the assignment as appropriate and if your assignment is for supply teaching leave a summary for the teacher
- ✓ sign out at the office

***See appendices for further information on Absence Management.***

***BEST WISHES AS YOU BEGIN YOUR CAREER AT THE  
ANGLOPHONE EAST SCHOOL DISTRICT***



# Appendix

## A

**Subject:** Information and Communication Technologies (ICT) Use  
**Effective:** July 16, 1996  
**Revised:** September 7, 2004

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### 1.0 PURPOSE

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This policy defines standards for appropriate use of information and communication technologies in the public school system.

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### 2.0 APPLICATION

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The *Information and Communication Technologies Use* policy applies to the use of ICT by persons in the public school system. This includes school personnel, students, volunteers, and others involved in labs and activities at schools such as clubs. The policy also applies to Community Access Centres located in schools with certain exceptions which are stated in the policy. The policy applies 24 hours a day, seven days a week.

**Exemptions:**

Members of the public using ICT in public-school libraries are not subject to this policy. In this case, the New Brunswick Public Library Service (NBPLS) Policy 1073 – *Internet Access* applies.

Part I employees of the Department of Education, including New Brunswick Public Libraries staff are subject to the Government of New Brunswick's *Administration Manual System Policy AD-7108 – Internet Access, Use and Posting*.

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### 3.0 DEFINITIONS

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*ICT* refers to network services provided or managed by the New Brunswick Department of Education for use in the public school system. This includes Internet and e-mail access. It extends to any networks accessed while using these services, as well as any other networking technology or computer equipment, which may be provided, presently or in the future. Access to these services may be through use of Department provided/managed equipment or involve remote access (e.g. from a home computer). *ICT* also refers to any non-networked computer provided or managed by the Department of Education for use in the public school system.

*Personal information* as defined in the *Protection of Personal Information Act* means information about an identifiable individual, recorded in any form. An individual is identifiable for the purposes of this Act if

- (a) information includes his or her name,
- (b) information makes his or her identity obvious, or
- (c) information does not itself include the name of the individual or make his or her identity obvious but is likely in the circumstances to be combined with other information that does.

ORIGINAL SIGNED BY

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MINISTER



**Public-designated computer** refers to computers in public-school libraries which can be configured to provide unfiltered Internet access for members of the public.

**School-designated computer** refers to computers in public-school libraries which must provide managed/filtered Internet access at all times.

**School personnel**, as defined in the *Education Act*, refers to the superintendent, director of education and other administrative and supervisory personnel; school bus drivers; building maintenance personnel including custodians; secretaries and clerks; teachers; persons other than teachers engaged to assist in the delivery of programs and services to students; and other persons engaged in support areas such as social services, health services, psychology and guidance.

#### 4.0 LEGAL AUTHORITY

##### Education Act

The Minister

6 (a) shall establish educational goals and standards and service goals and standards

6(b.2) may establish provincial policies and guidelines related to public education within the scope of this Act ...

31.1 Non-professional Conduct

#### 5.0 GOALS / PRINCIPLES

5.1 Information and communication technologies are provided within the public education system:

- for use as a pedagogical aid, supporting student learning;
- as a resource for personnel to facilitate and advance the performance of their assigned duties, to enhance their competence in the use of ICT, and to foster lifelong learning;
- as an avenue to explore and promote the dual linguistic and cultural heritage of the Province; and
- as a vehicle for presenting information about the public education system to its stakeholders and to a global audience.

5.2 The public education system is reliant on ICT for many critical functions. Given this, and the Department's ICT infrastructure capacity limits, the Department must take reasonable measures to prevent activities which jeopardize the smooth delivery of ICT services or the integrity of electronic information.

- 5.3** Conditions for Internet use in public-school libraries have been created to meet co-existing requirements. The public school system must fulfill its duty of care towards students, while the public library has a duty to provide services to its patrons that are equal to those offered in public libraries that are not located in schools.

In order to meet these requirements, public-designated computers in public-school libraries are configured not to provide Internet access during instructional hours, other than when Internet access is requested by a member of the public. During instructional hours, students may use either a school-designated computer (which provides only filtered Internet access at all times), or a public-designated computer that is configured not to provide access to the Internet. After instructional hours, the public-school library assumes the status of a public library. At that time, unfiltered Internet access via public-designated computers is available to all persons, within the constraints of the New Brunswick Public Library Service policies.

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**6.0 POLICY AND STANDARDS**

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**6.1 School District Responsibilities**

**Superintendents shall ensure:**

- 6.1.1 that information and communication technologies are planned and implemented on the basis of their pedagogical value and the equitable distribution of resources;
- 6.1.2 students and personnel in French language schools use ICT in French unless the use of another language is a course requirement. Members of the public accessing ICT through Access Centers are not subject to this requirement;
- 6.1.3 all ICT users are aware of applicable rules governing their ICT use, including federal legislation and provincial legislation and policies, and are provided with sufficient information to enable them to use ICT safely;
- 6.1.4 procedures are in place for adequate supervision by teachers of student ICT use;
- 6.1.5 students access the Internet only through channels which are routed through the Department of Education's communications infrastructure (i.e. filtered Internet access only). This standard applies during instructional hours, or at any time students are under the supervision of a member of the school personnel;
- 6.1.6 websites created by/for the district and individual schools are adequately monitored to remove dead and inappropriate links and inappropriate materials;
- 6.1.7 that, in schools with a public-school library:
  - parents are informed that
    - during instructional hours, students are permitted only filtered Internet access,
    - students using public-designated computers in the library after instructional hours may gain unfiltered access to the Internet;



- parents are informed of the hours during which the public-school library will operate as a public library; and
- members of the public are entitled to unfiltered Internet access via public-designated computers at any time;

6.1.8 compliance with the reporting requirements under this policy (Appendix A); and

6.1.9 written consent is obtained when personal information is to be made available to be accessed electronically outside of the public school system, or accessed within the public school system for reasons that would not be anticipated and/or likely approved of by the individual/guardian. Electronic access includes: e-mail or e-mail attachment, video recording, digital image, digital audio and posting on a website. This requirement does not apply when transmission of personal information is necessary to prevent harm to a person, when needed to pursue a legitimate investigation, or is part of a routine service to students or their families of which they should reasonably be aware.

Consent must be obtained from the guardian if the student is under 19 years of age and from the guardian and student if the student is 16 or older. (See Appendix B for a consent form template.)

## 6.2 User Responsibilities

### 6.2.1 Ethical Use

#### Users shall:

- use ICT for respectful communications, respecting the principles of Policy 703-Positive Learning Environment.

#### Users shall not:

- create, access, store, publish, send or print text, images, sound or any other files which are generally considered to be unlawful, obscene, pornographic, erotic, abusive, discriminatory, hate-motivated, seditious, harassing, counter to a positive learning environment, demeaning or otherwise objectionable;
- alter the content of electronic documents (e.g. e-mails, digital images, websites) for the purpose of falsification or distortion, or forward information which the originator would reasonably expect to be kept private; or
- make use of ICT for personal monetary gain. This includes solicitation of funds and selling goods and/or services of any type.

This paragraph does not apply to Community Access Center users.

ICT use is permitted for activities sanctioned by the school/district which are done for the benefit of the school system (e.g. fundraising).

### 6.2.2 System and Data Security/Integrity

**Users shall not:**

- harm or attempt to harm data or services not belonging to the user;
- obtain, by any means, access to any system, service, privilege or electronic material to which the user is not entitled (e.g. hacking);
- access network/Internet services anonymously. All network/Internet access must be traceable to the user;
- use free e-mail (i.e. commercial, advertiser-sponsored service such as Hotmail). This restriction does not apply to Community Access Centres on weekdays after instructional hours, on holidays, during summer break or on weekends;
- use unprotected chat sites or instant messaging due to their anonymous nature and to the disproportionate investment of resources with limited return for the Department. This restriction does not apply to Community Access Centres on weekdays after instructional hours, on holidays, during summer break or on weekends;
- use Internet/network resources to access/store/install games or other large files (e.g. graphics or music files) for recreational purposes. High-volume transmissions which are likely to place the stability of the infrastructure at risk are prohibited. These restrictions are imposed due to limited server storage space and to capacity limitations governing the volume of data transmitted. The restriction concerning games does not apply to Community Access Centres on weekdays after instructional hours, on holidays, during summer break or on weekends; or
- transmit unsolicited bulk information (SPAM). This includes: junk mail, advertising, jokes, solicitation, chain letters, virus alerts not originating from the system administrator and announcements of social or sporting events/information not pertaining to the public school system. Large volume e-mail distribution should be of appropriate relevance to learning/work and to its recipients to justify the associated cost.

### 6.2.3 Personal Security

**Users shall not:**

- compromise his/her personal safety by revealing personal contact information such as school location, home phone number, e-mail address or physical address or agreeing to meet with unknown persons contacted through the Internet without parental consent, if the user is a minor; or
- compromise the safety or privacy of others.



#### 6.2.4 Reputation of the Public Education System

**Users shall not:**

- register a domain name without the prior approval of the director of the Information Systems Services branch of the Department of Education; or
- use ICT in a manner that calls into question the suitability of school personnel for working with children. Standards for appropriate behaviour of adults towards students in the public education system are stated in Policy 701 - Policy for the Protection of Students in the Public Education System from Non-Professional Conduct.

#### 6.2.5 Legal Requirements

**Users shall:**

- refrain from infringing on a person's or organization's copy-right. This illegal activity includes, but is not limited to, un-authorized duplication of copyrighted software (software pirating) and using text, sound or visual material without permission;
- give references and credit when creating, using or altering electronic information with the understanding that rules regarding plagiarism for printed documents also apply to electronic resources;
- be aware that e-mail and electronic files pertaining to government business are subject to the Right to Information Act, and
- maintain information contained in e-mail and electronic files pertaining to government business in an appropriate format, in accordance with the Provincial Archives Act. A "record" under this Act includes correspondence, memoranda, forms and other papers and books as well as all other documentary materials regardless of physical form or characteristics.

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### 7.0 GUIDELINES

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DECs/school districts may wish to include the following information when developing rules for appropriate ICT use.

#### 7.1 School District Responsibilities

- Written approval of the superintendent (or designate) is required prior to special monitoring of electronic activities, including checking e-mail or proxy logs, or reading files or e-mail of personnel, should this become necessary due to suspected misuse of ICT services. Such investigations may be undertaken without notification of the individual when appropriate.

- Mechanisms should be in place to ensure responsible use of ICT services. It is suggested that students who are provided with access to the Internet through the issuance of a personal ID account, sign an agreement of appropriate use (see [Appendix C](#) for agreement template).
- Responsibility should be assigned for reviewing any material stored in any manner (text, images, sound, video, web pages), and editing or removing material which may be deemed to be in violation of the *Information and Communication Technologies Use Policy*.
- It is recommended that, unless a person is assigned to monitor the content of a web page, the web page should be removed.
- A person or persons who will be the point of contact at the district office regarding questions and complaints related to ICT use should be designated and their name(s) be communicated to the director of the Information Systems Services Branch of the Department of Education. These person(s) will be responsible for reporting infractions to the superintendent and the director of the Information Systems Services Branch of the Department of Education.
- The purpose of using any individual's name, photograph or other identifying information on the Internet should be carefully weighed against the risks. The posting of personal information on home pages is not recommended.
- In public-school libraries, it is recommended that public-designated and school-designated computers not be located in proximity, when possible.

## 7.2 User Responsibilities

- All users of ICT are responsible for using these services/resources in an appropriate, legal and efficient manner and will be held accountable for misuse.
- Within the constraints of this policy and in keeping with the Department's role in supporting lifelong learning, school personnel are permitted occasional, limited, appropriate personal use of ICT. This includes occasional personal correspondence, personal record-keeping and appropriate personal research. It is expected that activities which are not related to assigned duties, will generally be conducted outside work hours.
- Violation of the standards set out in this policy may result in immediate termination of Internet and e-mail access without notice and any other disciplinary measures which may apply.

### 7.2.1 System and Data Security/Integrity

**Users shall:**

- take reasonable precautions to prevent unauthorized access to e-mail, network and Internet services including: keeping login identifiers and passwords confidential, changing passwords regularly and locking computers when computers are left unattended;
- report inappropriate messages, or messages which make the recipient feel uncomfortable, to the district designate who will notify the superintendent and the director of the Information Systems Services Branch of the Department of Education; and
- report to the school district designate, any material received or stored in any manner (text, images, sound) on devices or equipment provided/managed by the Department which appears to be in violation of this policy. (Nuisance bulk mail should simply be deleted without reply.)

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## 8.0 DISTRICT EDUCATION COUNCIL POLICYMAKING

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District Education Councils may develop policies regarding ICT use, not inconsistent with provincial policies and legislation.

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## 9.0 REFERENCES

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ICT use must comply with the following statutes, regulations and policies of the Province of New Brunswick:

- Appendix A – Reporting Requirements
- Appendix B – Posting and Release of Student Information
- Appendix C – Acceptable Computer Use Agreement
- Archives Act
- Conflict of Interest Policy (AD-2915)
- Financial Administration Act, section 5(1)
- Education Act
- Internet Access, Use and Posting (AD-7108)
- Microcomputer System Security Guidelines (AD-7107)
- Policy 126 – Provision of Legal Advice to School Districts
- Policy 701 – Policy for the Protection of Students in the Public Education System from Non-Professional Conduct
- Policy 703 – Positive Learning Environment
- Policy 802 – Information Technology and Data Standards
- Policy 1073 - Internet Access, New Brunswick Public Library Service Policy



- *Protection of Personal Information Act*
- *Public Records Act*
- *Records Management Policy* (AD-1508)
- *Right to Information Act*
- *Workplace Harassment Policy* (AD-2913)

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**10.0 CONTACTS FOR MORE INFORMATION**

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Department of Education      Policy and Planning Branch – (506) 453-3090  
Information Systems Services – (506) 453-7158

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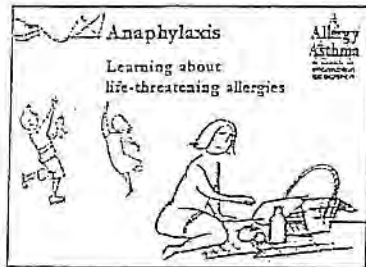
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# Appendix

## B

## AAIA Anaphylaxis Reference



## Overview

Definitions  
Symptoms  
Progression of a Reaction  
Triggers  
Diagnosis  
Standard Care  
Prevention Strategies  
Handling Emergencies  
Managing Anaphylaxis at School  
Points to Remember

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Definitions

### What is allergy?

An immune system reaction to a normally harmless substance (allergen)

- affects 30% of Canadians
- results from interaction of genetic tendency and sensitization
- includes such things as dust, pets, pollen, molds, and foods
- cannot be cured but can usually be controlled

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Definitions

### What is allergy? (continued)

Allergic reactions can occur

- In the upper respiratory system, resulting in allergic rhinitis (hay fever)
- In the lower respiratory system, resulting in asthma
- In the skin, with swelling or hives or eczema
- As a generalized reaction called anaphylaxis

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Definitions

### What Is Anaphylaxis?

Potentially life-threatening reaction requiring immediate treatment

Affecting about 2% of Canadians

Involving more than one body system ("systemic")

Typical triggers include insect stings, medication, food, natural latex

Trace amounts can cause a severe or even fatal reaction

Cannot be cured – avoidance is key

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## Symptoms

There are a wide variety of potential symptoms

- Hives \*
- Itching \*
- Change in skin color – flushed / pale
- Tingling in mouth (possible early sign)
- Nausea or vomiting \*
- Diarrhea / stomach cramps \*
- Coughing, wheezing, choking, change in voice
- Swelling in lips, tongue, throat, etc.
- Difficulty breathing and/or swallowing
- Cold clammy skin
- Fear, panic and/or sense of doom
- Dizziness / light-headedness
- Loss of consciousness / coma / death

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OH 7

## Progression of a Reaction

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- Most anaphylactic reactions begin within minutes of exposure
- In some cases, can occur several hours later (*delayed reaction*)
- Some are in two phases (*biphasic reaction*)
- Biphasic reactions are potentially dangerous if mild, initial symptoms are ignored or under treated (*false sense of security*)

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OH 8

## Progression of a Reaction (continued)

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- When someone says a reaction is beginning, believe it!
- Symptoms may be felt before they are noticeable to others
- It is easier to stop a reaction in its early stages and epinephrine is most effective if used early

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OH 9

Triggers

## Possible Triggers of an Anaphylactic Reaction

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Food  
 Medications  
 Stinging Insects  
 Natural Latex  
 Exercise  
 Unknown cause (*idiopathic*)

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OH 10

Triggers

## Ten Most Common Food Triggers

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• Peanuts	• Milk
• Tree nuts	• Wheat
• Fish	• Soy
• Shellfish / Seafood	• Sesame
• Eggs	• Sulfites*

\* Sulfites are food additives

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OH 11

Triggers

## Medications Known to Trigger Anaphylaxis

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- Penicillin and other antibiotics
- ASA (*Aspirin*)/anti-inflammatory drugs
- Anaesthetic agents
- Radiographic contrast media (*used for x-rays*)

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OH 12


Triggers

## Stinging Insects

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### Most Frequent Culprits

- Bees
- Yellow jackets
- Hornets
- Wasps



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Triggers

OH 13

## Natural Latex

Products that may contain natural latex include:

- Surgical gloves
- Dental supplies
- Condoms
- Erasers
- Balloons
- Carpet backing
- Adhesive bandages (e.g., BAND-AID®)
- Medical tubes / supplies

Note: Synthetic latex is not allergenic.

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Triggers

OH 14

## Exercise

Strenuous exercise can trigger anaphylaxis in some individuals. The following factors may play a role:

- Food (that can normally be eaten without problem)
- Medication, weather and menses (menstruation)
- Gender (more women than men are affected)
- Having another allergy

Experts usually advise those at risk of exercise-induced anaphylaxis not to eat for at least four hours preceding exercise.

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Triggers

OH 15

## Unknown origin (idiopathic)

Reactions are classified as idiopathic when an individual has an anaphylactic reaction and an allergist has been unable to identify a specific cause.

These reactions are particularly dangerous since the patient doesn't know what to avoid.

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## Diagnosis

OH 16

Based on:

- Medical history of patient and family
- Previous reactions
- Skin testing and/or blood testing
- "Food Challenge" where appropriate

A physician who specializes in allergy is the most qualified person to diagnose anaphylaxis.

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## Standard Care

OH 17

- Most patients will be prescribed an epinephrine auto-injector (e.g., EpiPen®) to be carried at all times
- Patient education on allergen avoidance is essential
- Patients and caregivers must be taught how to use auto-injector and manage reactions
- A MedicAlert® bracelet should be worn

Keeping *asthma* under control is extremely important for those at risk of *anaphylaxis*. Uncontrolled asthma can increase the severity of the reaction.

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## Prevention Strategies

OH 18

These are the usual recommendations for patients and their caregivers:

- Learn exactly what allergens have to be avoided
- Be especially careful when eating out, traveling or far from a medical facility
- Make sure friends, family, caregivers, and medical professionals know about the allergy

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## Prevention Strategies

OH 19

### For Food Allergies:

- Wash hands before/after handling food
- Learn how to read a food label and check ingredient labels carefully each time
- Do not share drinking cups, straws, and utensils
- Be aware of cross contamination and avoid bulk foods
- If product ingredients are unlabeled, check with manufacturer
- If unsure, **DO NOT EAT**

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## Handling Emergencies - What to do

OH 20

- Administer epinephrine **IMMEDIATELY**
- Call 911 or ambulance
- Transport to the nearest emergency facility due to possibility of a biphasic reaction
- Ensure additional epinephrine is available, in case it is needed
- Call family, parents or guardian

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## Handling Emergencies - Epinephrine

OH 21

- Epinephrine is the only proven emergency treatment for anaphylaxis
- Do not hesitate to use the epinephrine auto-injector as prescribed; it is easier to stop a reaction in its early stages
- Harmful side effects are rare
- Beneficial effects of injection should last 15 to 20 minutes
- If symptoms do not subside a second injection may be needed

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## Handling Emergencies - Using the EpiPen®

OH 22

1. Pull off grey safety cap and place your fingers and thumb around the shaft of the EpiPen®. Do not touch the top or bottom.
2. Firmly **press and hold** the black tip into outer thigh and hold for several seconds (can be administered through light clothing if necessary)
3. You may hear a click as it activates. (Note: will feel different than the trainer EpiPen®)
4. The used EpiPen should be taken to the Emergency Department. Handle exposed needle carefully.

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## Managing Anaphylaxis at School - Parent

OH 23

### Parents should

- make arrangements in writing before school starts
- provide a physician's letter to confirm the allergy & treatment
- follow up in person with the principal, teacher, and school nurse

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## Managing Anaphylaxis at School - School Administration

OH 24

### The school administration should

- adopt a protocol for management of allergies
- have an emergency plan
- make sure epinephrine is accessible and location is known by all
- ensure that all caregivers are trained regarding avoidance/emergencies/administration of epinephrine

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## Managing Anaphylaxis at School - Teachers CH 23

### Reminder for teachers

- It is safest if the allergic child brings all snacks and lunches from home
- No sharing of food in elementary schools
- Frequent hand washing/cleaning of desks and countertops is important
- Try to make classroom allergen-free
- Encourage non-food treats on special occasions
- Have a plan for managing allergies on field trips
- Be especially vigilant on special days - field trips, parties, and other special events.

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## The three A's for patients and their families CH 24

### AWARENESS

- See allergist for a proper diagnosis
- Know all triggers
- Know the emergency plan & learn how to administer epinephrine

### AVOIDANCE

- Avoid contact with allergens
- Keep asthma under control

### ACTION

- Carry epinephrine and asthma medications everywhere
- In an emergency use epinephrine, call 911/go to nearest emergency facility
- Don't delay!

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## AAIA CH 27

We Connect Canadians with Allergies, Asthma  
& Anaphylaxis from Coast to Coast

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1-800-611-7011



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# Appendix C



## Mandatory Provincial Policy Certification

All Anglophone East School District staff, including all casuals, are required to thoroughly review the policies identified below, then complete the corresponding modules / testing for each one. Generation of all certificates of completion is mandatory, with electronic copies to be emailed to: [hrcerts.asde@nbed.nb.ca](mailto:hrcerts.asde@nbed.nb.ca) for tracking purposes.

Click [here](#) for more information on how to complete quizzes and generate & save certificates.

### AD-2707 – Substance Use in the Workplace

**All Employees Must Complete the Following:**

E-Learning Module for all GNB employees

*This is an online training module, followed by a quiz (4 questions). **A certificate of completion is generated.***

### AD-2708 – Prevention of Workplace Violence

**All Employees Must Complete the Following:**

E-Learning Module - Prevention of Workplace Violence

*This is an online training module, followed by a quiz (10 questions). **A certificate of completion is generated.***

### AD-2913 – Respectful Workplace

**All Employees Must Complete the Following:**

E-Learning Module 1 - A Respectful Workplace **As Well**

**As**

E-Learning Module 2 - A Respectful Workplace

*There are 2 online training modules, followed by a quiz (10 questions). **A certificate of completion is generated***

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### Policy 701

Provincial Policy 701 – Pupil Protection Policy

Provincial Policy 701 Complaint Summary Form

Provincial Policy 701 Training and Online Test



**Subject:** Policy for the Protection of Pupils  
**Effective:** September 26, 1996  
**Revised:** September 1998, November 2004

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## 1.0 PURPOSE

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This policy is intended to:

- protect pupils from non-professional conduct by adults to which pupils may be exposed by virtue of being pupils, including physical, sexual, and emotional abuse and discrimination;
- ensure that adults in the public education system understand the magnitude of the responsibility conferred upon them when parents and communities entrust their children to the public education system; and
- eliminate non-professional conduct through the defining of acceptable standards of behaviour, prevention and effective intervention.

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## 2.0 APPLICATION

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### 2.1 To whom does this policy apply?

This policy protects all pupils who are registered in public schools in New Brunswick regardless of their age. This policy applies to all adults whose job or role within the public school system places them in contact with pupils. This includes, but is not limited to, all school personnel, contract and casual employees, visiting professionals, as well as student teachers and volunteers.

### 2.2 Under what circumstances does this policy apply?

- Whenever a pupil is the responsibility of the school system.
- When an adult affiliated with the school system abuses any child, whether the child is a pupil or not.
- When external agencies are involved and when they are not.

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## 3.0 DEFINITIONS

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**Complainant** in this policy refers to a person reporting non-professional conduct.

**Complaint** in this policy refers to any information received by any means from any named or anonymous source, either in person or recorded, which suggests that a child is being, or has

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been, subjected to non-professional conduct by an adult in the school system. Concerns about inappropriate behaviour management are not treated as complaints under this policy.

**Conduct categories** This policy deals with behaviours that harm students and impede learning. These behaviours are grouped into two categories: abuse and misconduct, and are treated as non-professional conduct under the *Education Act*. Other unacceptable, but less serious behaviours are addressed in the guidelines section of this policy and are referred to under the heading of inappropriate behaviour management.

**Category I: Abuse** refers to behaviour of adults in the school system which has one or more of the following components:

- is counter to the position of trust conferred upon adults in the school system;
- is a breach of section 31(1) of the *Family Services Act*;
- is a *Criminal Code* offence involving children; or
- is a form of discrimination under the *New Brunswick Human Rights Act* or the *Canadian Charter of Rights and Freedoms* that is likely to have an injurious effect on students.

#### Examples of Abuse

- discriminatory behaviour based on race, colour, religion, national or ethnic origin, ancestry, place of origin, age, disability, marital status, sexual orientation, sex, culture, language group, or grade level;
- behaviour of a sexual nature with pupils such as: making or accepting sexual advances or invitations, asking for a date, touching inappropriately or having a sexual relationship; and
- behaviour which is considered physical, sexual or emotional abuse or neglect of a child whether or not the child is a pupil in the public school system.

**Category II: Misconduct** is negative conduct towards pupils that would be judged inappropriate by professionals in the New Brunswick public education system. It is less severe than abuse but has damaging effects on the physical, mental, social or emotional well-being of pupils. These effects may or may not be intended.

#### Examples of Misconduct

- attempting to pursue, isolate or see pupils individually without valid reason;
- behaviour which may not necessarily be directed at anyone in particular but creates a hostile or offensive atmosphere;

- behaviour which would objectively be considered offensive or insulting, exceeding reasonable limits of discipline and has remained unremedied after normal intervention by supervisors. This includes:
  - comments, conduct or displays which demean, belittle, or cause unfair disadvantage;
  - staring, perceivable to an observer, at genitals, breasts or buttocks; and
  - making sexual gestures or inappropriate comments or jokes.

#### Examples of Appropriate Behaviour

- normal work or achievement evaluations and disciplinary measures taken for valid reasons which are consistent with the *Education Act*;
- physical force or restraint not exceeding that required for the protection of an orderly learning environment, personal safety, the protection of others, or the protection of school property;
- compliments which respect an individual's dignity;
- patting the back, holding the hand, or hugging to comfort a pupil as appropriate to the situation and the physical or developmental age of the child; and
- assisting with toileting or personal care to the extent that a pupil is not able to perform these tasks without assistance.

**False accusation** means a complaint under this policy which the complainant knew to be untrue. This differs from an *unsubstantiated complaint* in that unsubstantiated complaints are made in good faith but insufficient evidence exists to either prove or disprove the veracity of the complaint. Unfounded complaints are those where the evidence demonstrates that the respondent is not guilty of a Policy 701 infraction.

**Non-professional conduct** is defined in section 31.1 of the *Education Act* as: "conduct having or likely to have an injurious effect on the physical, mental, social or emotional well-being of a pupil, or any other person under the age of 19 years".

**Respondent** refers to the person or persons against whom allegations are made under this policy.

**School personnel** refers to the superintendent, director of education and other administrative and supervisory personnel; school bus drivers; building maintenance personnel including custodians; secretaries and clerks; teachers; persons other than teachers engaged to assist in the delivery of programs and services to students; and other persons engaged in support areas such as social services, health services, psychology and guidance. For the purposes of this policy, school personnel includes any adult whose job or role within the public school system places him/her in contact with pupils.



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**4.0 GOALS / PRINCIPLES**

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- 4.1** The Department of Education is committed to providing learning environments that are safe, orderly, inviting, and conducive to the pursuit of excellence. Adults in the public education system are essential to achieving this through the modeling of appropriate behaviour and through the care that they provide to pupils.
- 4.2** Because of the position of trust held by adults in the public education system, a student cannot give consent, in the full meaning of the word, to being the target of non-professional conduct. Failure by a student to report, or attempt to stop non-professional conduct directed at him/her, cannot be taken as justification for non-professional conduct. Moreover, ignorance of acceptable conduct will not be considered an excuse for non-professional conduct.
- 4.3** Education is the most basic prevention. Abusive behaviour must be treated as destructive, seriously affecting individuals and the school system as a whole.

---

**5.0 REQUIREMENTS / STANDARDS**

---

**5.1 PREVENTION**

**5.1.1 Screening Practices**

- 5.1.1.1** Superintendents shall ensure screening procedures, appropriate to a person's role vis-à-vis students, are carried out for all persons who act on the superintendent's behalf in the school system, including volunteers.
- 5.1.1.2** Any previous incident that would be classified as non-professional conduct must be evaluated in relation to the requirements of the position.
- 5.1.1.3** No person shall be considered for duty in the New Brunswick public school system if:
- pending or past disciplinary actions by previous employers or supervisors call into question the individual's suitability for being in contact with pupils;
  - there are previous convictions for violent crimes or crimes against children; or
  - there are previous charges related to violent crimes or crimes against children which did not result in conviction solely as a result of technical reasons stated in the court decision.

### 5.1.2 References

- A person whose conduct has resulted in disciplinary action under this policy, to the extent of suspension or stronger measures, who requests a letter of reference, must be informed that the disciplinary action will be indicated in the letter of reference. The same applies to ongoing investigations that, on the balance of probabilities will result in suspension or stronger action.
- Knowingly issuing a reference that is incomplete or dishonest is a violation of this policy.

## 5.2 RESPONSIBILITIES

Disagreements over student evaluations, student awards, student placement decisions and normal disciplinary action, including exclusion from co-curricular and extra-curricular activities for cause, do not fall within the scope of this policy and must be addressed with school and district personnel.

### 5.2.1 The superintendent shall ensure that:

- adults whose job or role within the public school system place them in contact with pupils are familiar with and adhere to Policy 701 and the Child Victims of Abuse and Neglect Protocols.

### 5.2.2 The school principal shall ensure that:

- staff, students and all persons acting within or for the school are informed about the ethical obligation to report non-professional conduct, as well as the legal obligation to report under section 31.1 of the Education Act and subsection 30(1) of the Family Services Act as described in the Child Victims of Abuse and Neglect Protocols;
- staff, pupils, parents and all persons acting within or for the school are informed about the gravity of making false accusations and the ethical obligation to report cases of false accusation;
- all persons involved in a case are informed of the need to keep the information pertaining to the case confidential; and
- all complaints of abuse and misconduct received at the school level are recorded on a Policy 701 Complaint Summary Form (included in Appendix A) and forwarded to the superintendent.

**5.3 THE COMPLAINT INVESTIGATION PROCESS:  
CATEGORIES I & II - COMPLAINTS CONCERNING ABUSE AND MISCONDUCT RECEIVED AT  
THE SCHOOL LEVEL**

**5.3.1 Step 1: Receiving a Complaint**

A complaint may be made by any person.

The principal or designate, the superintendent or designate and Director of Human Resources of the Department of Education or designate shall ensure that each complaint received at their respective level in the public education system is pursued in accordance with this policy and a *Policy 701 Complaint Summary Form (Appendix A)* is duly completed. The *Policy 701 Complaint Summary Form (Appendix A)* should be signed by the complainant whenever possible.

When the principal is named as respondent, complaints shall be directed to the superintendent.

Complaints received anonymously shall be acted upon to the extent possible given the amount of information provided. This is consistent with the application of subsection 30(1) of the *Family Services Act*.

If a situation is reportable under section 30(1) of the *Family Services Act*, the first member of the school personnel who is made aware of the complaint shall notify Child Protection Services personally or verify with Child Protection Services that a report was received. The police shall be notified whenever school personnel believe criminal activity may be involved.

In addition, under section 31.1 of the *Education Act*, all school personnel who have reasonable grounds to believe that any member of the school personnel has engaged in non-professional conduct shall report to the superintendent.

**5.3.2 Step 2: Initial Assessment of a Complaint**

The principal shall refer all complaints made under this policy concerning non-professional conduct to the superintendent's office. The superintendent will make an initial assessment of the complaint and will re-direct those which fall outside of the scope of this policy to the principal for resolution.

**5.3.3 Step 3: Superintendent's Decision to Pursue an Investigation**

The superintendent shall:

- determine the type and seriousness of the complaint and determine whether an investigation is necessary;
- assign an investigator/investigation team as quickly as possible, when required;



- verify that complaints under section 30 of the *Family Services Act* have been reported to Child Protection Services;
- proceed with appropriate action as required by the situation and which may include invoking the normal disciplinary procedure; and
- immediately advise the Director of Human Resources of the Department of Education in writing when the superintendent has decided to launch an investigation.

#### 5.3.4 Step 4: The Respondent's Rights

The respondent shall be informed of the complaint at a face-to-face meeting in the workplace as soon as possible. He/she shall also be provided with a written statement of allegations at that time or as soon as possible thereafter, unless school personnel are otherwise directed by the police or Child Protection Services. In the latter case, the respondent shall be advised that an investigation has been launched and that further information will be provided by the police or Child Protection Services, as the case may be. The respondent shall be informed at the latest when an investigation is launched under this policy.

The superintendent shall keep the respondent informed of the progress of the investigation.

Prior to the conclusion of the investigation, the respondent shall be afforded an opportunity to respond to the allegations. Every effort will be made to keep the complainant's/pupil's identity confidential. However, in order to adequately address a situation, it may be necessary to release the complainant's/pupil's name to investigators and possibly to the respondent. The complainant's/pupil's identity will not be disclosed when this would foreseeably place the complainant/pupil at risk of harm.

The respondent shall also be informed of his/her right to be accompanied, at any point in the investigation process, by a person of the respondent's choosing, or to have union representation where applicable.

Regardless of the involvement of external agencies, the superintendent shall ensure investigations are concluded in a timely manner. Internal investigations should normally be concluded within three months, taking particular circumstances into account. Where external agencies are involved, the investigation team shall conduct a joint investigation with the external agencies and/or make use of information obtained by external agencies, to the extent possible.

#### 5.3.5 Step 5: The Investigation Report

At the conclusion of the investigation, the investigation team shall provide a written report to the superintendent. This report shall describe the investigative procedure used, describe the events in detail, and state whether the complaint was founded,

unfounded, unsubstantiated or false. This report will include the names of the complainant, if available, and the respondent.

#### **5.3.6 Step 6: Meeting with the Respondent**

When disciplinary measures are contemplated, the respondent will be given the opportunity to meet with the superintendent or designate. At the respondent's discretion, he/she may be accompanied by a union representative, if applicable. The respondent will have the opportunity to respond to the findings of the investigation.

#### **5.3.7 Step 7: Communicating the Outcome of an Investigation**

The superintendent shall forward the report and his/her recommendations regarding the disposition of the case to the Director of Human Resources of the Department of Education. In cases where there is to be a resignation or any disciplinary action related to non-professional conduct, this action is subject to approval by the Minister.

The pupil alleged to have been subject to non-professional conduct, his/her parents (if appropriate) and the complainant, where applicable, shall be informed in writing of the following:

- whether the complaint was determined to be founded, unfounded, unsubstantiated or false;
- any action to be taken that pertains to the student, for example, any accommodation that is to be introduced for the benefit of the student; and
- the ethical obligation to keep confidential the information shared.

The respondent shall be notified in writing of the disposition of the complaint and any disciplinary action that is to be noted in the employee file, where applicable.

The information provided to all parties must respect the confidential nature of such cases and the protection provided by sub-section 31.1(9) of the *Education Act* which prohibits revealing the names of school personnel and professional persons who have reported reasonable belief of non-professional conduct.

#### **5.3.8 Step 8: Support for Victims**

The superintendent shall address counselling support during the period of the investigation and after resolution of the situation for the complainant, other pupils who may have been traumatized and/or the respondent in the case of false allegation.

**5.4 SPECIAL CIRCUMSTANCES**

**5.4.1 Complaint received at the School District Office**

The school district office shall be the point of contact in dealing with complaints against school personnel who are supervised by district office staff and complaints against school principals. Section 5.3 will be followed as appropriate.

**5.4.2 Complaint received at the Department of Education**

Complaints received at the Department of Education, shall be referred to the Human Resources Branch which shall ensure the superintendent is notified. Section 5.3 will be followed by the superintendent, as appropriate.

**5.4.3 Respondent no longer active in the school system or dated complaints**

This section refers to situations where the ability to investigate is limited due to a significant lapse of time or the inability to obtain information from the respondent. In such cases, the superintendent shall consult with Child Protection Services when applicable. If it is likely that the incident involved a breach of the *Criminal Code* in effect at the time, the incident should be referred to the police. As with any other case involving non-professional conduct, the superintendent shall report dated complaints to the Director of Human Resources of the Department of Education.

**5.4.4 Non-professional conduct external to the school system**

Any member of the school personnel who has reasonable grounds to believe that any adult who is in contact with pupils in the public school system has been charged with any violent crime or crime against a child, or who has otherwise engaged in non-professional conduct, shall immediately inform the superintendent of the school district in which the person is active. The superintendent shall inform the Director of Human Resources of the Department of Education.

**5.4.5 Non-professional conduct reported by a professional who is not a member of the school personnel**

As per sub-section 31.1(5) of the *Education Act*, any professional who is not a member of the school personnel shall immediately report to the Minister of Education, the name of any member of the school personnel who he or she has reasonable grounds to believe has engaged in non-professional conduct. Such reports are to be made to the Director of Human Resources of the Department of Education.

**5.5 RECORD-KEEPING**

**5.5.1 At the School:**

Documentation pertaining to any complaint under Policy 701 will be accessible to the principal and his/her designate only. Any other release of information will be done

through the superintendent's office. The original *Policy 701 Complaint Summary Form* (Appendix A) completed at the school, shall be maintained in a confidential file at the school until notification of the final outcome of the complaint is received from the superintendent's office. At that time, all documentation pertaining to the complaint shall be forwarded to the superintendent's office and none maintained at the school.

**5.5.2 At the School District Office:**

A copy of every *Policy 701 Complaint Summary* (Appendix A), investigation report and all other supporting documentation shall be maintained in a confidential file by the Human Resource section at the school district office. Access to these files shall be limited to the superintendent and his/her designate(s).

Disciplinary actions shall be maintained in the employee file as per subsection 31.1(13) of the *Education Act*.

**5.5.3 At the Human Resources Office of the Department of Education:**

A copy of every *Policy 701 Complaint Summary* (Appendix A), investigation report and all other supporting documentation pertaining to non-professional conduct forwarded to the Director of Human Resources shall be maintained in a confidential file regardless of the outcome of the investigation. This includes records of complaints against persons who are not members of the school personnel and complaints determined to be false allegations. Access to this file is restricted to the Director of Human Resources and his/her designate(s).

**5.6 DISCIPLINARY ACTION**

Judgments concerning the acceptability or classification of a behaviour shall not rest with any one individual but shall be weighed in the light of accepted professional standards.

Disciplinary action will reflect the seriousness of the non-professional conduct and shall take any relevant previous discipline into account. In all instances where an employee has a sexual relationship with a pupil, or sexually abuses a pupil, this shall be cause for dismissal of the employee.

**5.6.1 False Accusations**

The superintendent shall take action in every case of proven false accusation.

A complaint under this policy that involves falsehood or malicious intent or is otherwise made in bad faith, as determined by the investigation, shall be subject to appropriate disciplinary action up to and including suspension in the case of pupils, dismissal of employees or banning from school premises and possible legal action in the case of parents and volunteers. Disciplinary action taken by the school system does not preclude the respondent from pursuing civil action.



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## 6.0 GUIDELINES / RECOMMENDATIONS

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**NOTE: This section provides guidance for addressing conduct which is undesirable but is not reportable as an infraction under Policy 701.**

### 6.1 GUIDELINES FOR ADDRESSING INAPPROPRIATE BEHAVIOUR MANAGEMENT

*Inappropriate Behaviour Management* refers to an approach to dealing with pupils that is counterproductive to learning and/or maintaining a positive learning environment in the school, as defined in Policy 703 – *Positive Learning Environment*. It reflects poor judgment or limited behaviour management skills. It is not abuse or misconduct as defined by this policy. It must be treated by supervisors as any personnel issue which requires supervision.

#### **Examples of Inappropriate Behaviour Management**

- personal attacks on pupils' characters rather than dealing with their behaviour;
- continuous use of sarcasm;
- undue, non-constructive criticism in dealing with pupils; and
- habitual uncontrolled temper.

#### 6.1.1 Responsibilities of the Superintendent

The supervisor of the person against whom such a complaint is lodged is accountable for ensuring it is appropriately identified, monitored, resolved and documented. Reporting criteria will be determined by superintendents. In addition, it is the supervisor's role to be aware of potential areas of weakness and act proactively, ensuring inappropriate behaviour management is addressed. Additional training and monitoring may be required to assist the employee in improving interpersonal or management skills.

#### 6.1.2 Responsibilities of the Principal

Once the principal has determined that an action falls into the realm of inappropriate behaviour management, the principal will:

- inquire as to whether the complaint was directed to the person(s) involved and encourage this to be done;
- attempt to establish communication among parents, staff and pupils involved to resolve the issue at the school level if possible; and
- to guide, monitor (and inform the superintendent if necessary) when inappropriate behaviour management is identified.

### 6.1.3 Reporting Procedures

**Step 1:** Complaints involving inappropriate behaviour management must be dealt with initially at the school level. Persons having a complaint which does not involve abuse or misconduct are encouraged to communicate their concerns directly to those involved. If the outcome is unsatisfactory, the complaint should be directed to the principal or vice-principal.

**Step 2:** Situations that are not satisfactorily resolved at the school level may be forwarded to the superintendent by the complainant or school administrators. However, prior to intervening in such situations, district staff shall request that complaints are brought to the attention of the school administration. Likewise, Department of Education staff receiving such complaints shall verify that school and district staff have been involved in the complaint process.

Documentation of complaints of inappropriate behaviour management should follow normal human resources practices.

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## 7.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

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District Education Councils may establish policy, within the parameters of this policy and the *Education Act*.

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## 8.0 LEGAL AUTHORITY

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### Education Act

6(a) The Minister shall establish educational goals and standards and service goals and standards

Mandatory reporting of non-professional conduct

31.1(1) In this section

"administrative proceedings" includes hearings before an adjudicator under the *Public Service Labour Relations Act* and hearings before the Appeal Board;

"professional person" means a professional person as defined in subsection 30(10) of the *Family Services Act*.

31.1(3) A superintendent shall report to the Minister the name of any teacher or other member of the school personnel who

- (a) has been convicted of an indictable offence under the *Criminal Code* (Canada),
- (b) in the case of a teacher, the superintendent has reasonable grounds to believe has committed an act which may be grounds for the suspension or revocation of the teacher's certificate, or

(c) is investigated, is disciplined or resigns because of non-professional conduct or alleged non-professional conduct.

31.1(4) A member of the school personnel shall immediately report to the superintendent concerned the name of any member of the school personnel who he or she has reasonable grounds to believe has engaged in non-professional conduct.

31.1(5) A professional person who is not a member of the school personnel shall immediately report to the Minister the name of any member of the school personnel who he or she has reasonable grounds to believe has engaged in non-professional conduct.

31.1(6) This section applies notwithstanding that the person has acquired the information through the discharge of his or her duties or within a confidential relationship.

31.1(7) A person who fails to comply with subsection (3), (4) or (5) commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category F offence.

31.1(8) No action lies for damages or otherwise against a person in relation to anything done or purported to be done in good faith, or in relation to anything omitted to be done in good faith, in the execution or intended execution of the duty to report under this section.

31.1(9) Except in the course of judicial or administrative proceedings, no person shall reveal the identity of a person who has given information under this section without that person's written consent.

31.1(10) A person who violates subsection (9) commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category H offence.

31.1(11) Any agreement respecting a resignation of a member of the school personnel in relation to non-professional conduct or any disciplinary action to be taken against a member of the school personnel in relation to non-professional conduct is subject to the prior approval of the Minister.

31.1(12) The Minister may take such action as the Minister considers appropriate if, in the opinion of the Minister, a matter reported to the Minister under this section

(a) has been inadequately investigated, or

(b) may result in an inappropriate agreement respecting a resignation of a member of the school personnel or in inappropriate disciplinary action against a member of the school personnel.

31.1(13) Notwithstanding any provision in any collective agreement under the *Public Service Labour Relations Act*, any information maintained in the file of a member of the school personnel with respect to a resignation or a disciplinary action taken in relation to non-professional conduct shall not be removed.

Family Services Act

30(1) Any person who has information causing him/her to suspect that a child has been abandoned, deserted, physically or emotionally neglected, physically or sexually ill-treated or otherwise abused shall inform the Minister (of Family and Community Services; read Child Protection Services) of the situation without delay.

30(3) A professional person who acquires information in the discharge of the professional person's responsibilities that reasonably ought to cause the professional person to suspect that a child has been abandoned, deserted, physically or emotionally neglected, physically or sexually ill-treated or otherwise abused but who does not inform the Minister of the situation without delay commits an offence.

30(10) For the purposes of this section "professional person" means a physician, nurse, dentist or other health or mental health professional, an administrator of a hospital facility, a school principal, school teacher or other teaching professional, a social work administrator, social worker or other social service professional, a child care worker in any day care center or child caring institution, a police or law enforcement officer, a psychologist, a guidance counsellor, or a recreational services administrator or worker, and includes any other person who by virtue of his employment or occupation has a responsibility to discharge a duty of care towards a child.

31(1) The security or development of a child may be in danger when

- (a) the child is without adequate care, supervision or control;
- (b) the child is living in unfit or improper circumstances;
- (c) the child is in the care of a person who is unable or unwilling to provide adequate care, supervision or control of the child;
- (d) the child is in the care of a person whose conduct endangers the life, health or emotional well-being of the child;
- (e) the child is physically or sexually abused, physically or emotionally neglected, sexually exploited or in danger of such treatment;
- (f) the child is living in a situation where there is domestic violence;
- (g) the child is in the care of a person who neglects or refuses to provide or obtain proper medical, surgical or other remedial care or treatment necessary for the health or well-being of the child or refuses to permit such care or treatment to be supplied to the child;
- (h) the child is beyond the control of the person caring for him;
- (i) the child by his behaviour, condition, environment or association, is likely to injure himself or others;



- (j) the child is in the care of a person who does not have a right to custody of the child, without the consent of a person having such right;
- (k) the child is in the care of a person who neglects or refuses to ensure that the child attends school; or
- (l) the child has committed an offence or, if the child is under the age of twelve years, has committed an act or omission that would constitute an offence for which the child could be convicted if the child were twelve years of age or older.

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**9.0 REFERENCES**

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*Appendix A – Policy 701 Complaint Summary Form*  
*Canadian Charter of Rights and Freedoms*  
*Child Victims of Abuse and Neglect Protocols*  
*Criminal Code*  
*Education Act*  
*Family Services Act*  
*New Brunswick Age of Majority Act*  
*New Brunswick Human Rights Act*  
*Policy 703 – Positive Learning Environment*  
*Provincial Offences Procedure Act*  
*Public Service Labour Relations Act*

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**10.0 CONTACTS FOR MORE INFORMATION**

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Human Resources – (506) 444-4914

Policy and Planning – (506) 453-3090

ORIGINAL SIGNED BY

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MINISTER

# Appendix D



## Mandatory Provincial Policy Certification

All Anglophone East School District staff, including all casuals, are required to thoroughly review the policies identified below, then complete the corresponding modules / testing for each one. Generation of all certificates of completion is mandatory, with electronic copies to be emailed to: [hrcerts.asde@nbed.nb.ca](mailto:hrcerts.asde@nbed.nb.ca) for tracking purposes.

Click [here](#) for more information on how to complete quizzes and generate & save certificates.

### AD-2707 – Substance Use in the Workplace

#### **All Employees Must Complete the Following:**

E-Learning Module for all GNB employees

*This is an online training module, followed by a quiz (4 questions). A certificate of completion is generated.*

### AD-2708 – Prevention of Workplace Violence

#### **All Employees Must Complete the Following:**

E-Learning Module - Prevention of Workplace Violence

*This is an online training module, followed by a quiz (10 questions). A certificate of completion is generated.*

### AD-2913 – Respectful Workplace

#### **All Employees Must Complete the Following:**

E-Learning Module 1 - A Respectful Workplace **As Well**

**As**

E-Learning Module 2 - A Respectful Workplace

*There are 2 online training modules, followed by a quiz (10 questions). A certificate of completion is generated*

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### Policy 701

Provincial Policy 701 – Pupil Protection Policy

Provincial Policy 701 Complaint Summary Form

Provincial Policy 701 Training and Online Test

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## 1. INTRODUCTION

This policy establishes the written code of practice for harassment in GNB workplaces in compliance with New Brunswick Regulation 91-191 under the Occupational Health and Safety Act, Part XXII.1 Violence and Harassment Codes of Practice, Section 374.4(1).

The Government of New Brunswick (GNB) is committed to fostering and sustaining a workplace that respects and protects the human rights of all employees. Every employee has the right to work in a respectful workplace that is free from harassment. A respectful workplace values diversity and inclusion, courteous conduct, equality, positive communication and professional working relationships.

All employees share a responsibility for creating and maintaining a respectful workplace. Employees at every level of the organization are accountable to be civil and respectful in their interactions with one another, as well as with customers, clients, and the public. Respectful behaviour is essential to creating a productive and healthy workplace.

GNB will neither condone nor tolerate any form of harassment in the workplace.

## 2. APPLICATION

This policy applies to all employees in Parts I, II and III of the New Brunswick Public Service. Where applicable, this policy also applies to volunteers, contractors, fee for service individuals, those governed under medical staff bylaws, and clients.

## 3. AUTHORITY

Board of Management Minute 93.0625, 96.0777, 19.0032.  
New Brunswick Regulation 91-191, under the Occupational Health and Safety Act (O.C. 91-1035)

## 4. WORKPLACE

For the purposes of this policy, the workplace includes and is not limited to: the physical work site or building, washrooms, lunch rooms and eating areas, designated smoking areas on site, meeting rooms, training sessions and conferences, business travel, work related gatherings, the client's home, employee's home office or virtual worksites, any physical or virtual workplace where an employee conducts business on behalf of the government of New Brunswick. The workplace may extend to events outside of work hours depending on the nature of the event.



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**4.1 Social Media Communication, connected to the Workplace:** The responsibility for creating and maintaining a respectful workplace and for being civil and respectful extends to social media platforms. If the social media communication is connected to the workplace, whether or not the communication originated from a government issued or private device, it may be subject to a complaint under this policy if it is deemed to be offensive, unwelcome, demeaning or belittling and as defined in section 6. The term social media includes and is not limited to Facebook, Instagram, Twitter and LinkedIn.

## **5. POLICY STATEMENT**

- 5.1** Conflict can be encountered in the course of any employment environment. When possible, it is incumbent on all employees to resolve day to day conflicts directly, using respectful communication techniques, focusing on the common goal of meeting the employer's objectives. All employees are to be aware of their behaviour in the workplace and demonstrate standards of respectful and professional behaviour consistent with this policy and the New Brunswick Public Service Values.
- 5.2** It is the employer's responsibility to promote a respectful workplace by preventing and eliminating harassment. Harassment in the workplace is a form of discrimination. It is unwelcome, unwanted and it affects an individual's ability to learn and work. It can also be an expression of abuse of power, authority, control or intimidation and is coercive in nature.
- 5.3** All managers and supervisors are responsible for their employees' work environment and must take appropriate action to ensure the health and safety of their employees and others in the workplace. Managers and supervisors are responsible to take appropriate preventive or corrective action and to put a stop to any harassment they are aware of, regardless if a complaint is filed. Failure to take appropriate action may result in disciplinary measures, up to and including dismissal, being imposed on the manager or supervisor as well as the offending person.
- 5.4** Harassment in the workplace constitutes a disciplinary infraction. Disciplinary measures up to and including dismissal shall be dealt with appropriately.

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5.5 This policy is not intended to limit or constrain the employer's right to manage. Managers have an inherent right to manage attendance, conduct and performance. Disciplinary measures taken by the employer for any valid reason do not constitute harassment in the workplace.

## 6. DEFINITIONS

For the purpose of this policy, harassment in the workplace includes personal and sexual harassment, poisoned work environment and abuse of authority and also includes the elements contained in the definition of harassment referenced within the New Brunswick Regulation 91-191: "*Harassment, in a place of employment, means any objectional or offensive behaviour that is known or ought reasonably to be known to be unwelcome, including bullying or any other conduct, comment or display made on either a one-time or repeated basis that threatens the well-being, health or safety of an employee, but does not include reasonable conduct of an employer in respect of the management and direction of employees at the place of employment.*"

### 6.1 Personal Harassment

Personal harassment means any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome. It includes objectionable conduct, comment or display made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment.

Without limiting the above, personal harassment includes harassment within the meaning of the New Brunswick Human Rights Act, i.e., harassment on the basis of the following prohibited grounds of discrimination: race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, family status, sexual orientation, sex, gender identity or expression, social condition or political belief or activity.

### 6.2 Sexual Harassment

Sexual harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or a series of incidents,

- that might reasonably be expected to cause offence or humiliation; or



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- that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, or receipt of services or a contract.

Examples of behaviour that can constitute sexual harassment include, and are not limited to:

- conversation, physical touching, or leering that could be construed as a sexual advance;
- conversation about an individual's sexual behavior including sexualized banter;
- inappropriate or unwelcome focus/comments on a person's physical attributes or appearance;
- comments with sexual overtones;
- inappropriate, lewd, or sexually offensive written, graphic, or behavioral displays, including gender-based insults or jokes;
- a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance; and
- sexual assault.

### **6.3 Poisoned Work Environment**

A poisoned work environment is characterized by an activity or behaviour, not necessarily directed at anyone, that creates a hostile or offensive workplace. A poisoned work environment can be created by managers or supervisors or amongst employees who may or may not have a reporting relationship with each other. Examples of a poisoned work environment include and are not limited to: bullying, graffiti, sexual, racial or religious insults or jokes, abusive treatment of an employee(s) and the display of pornographic or other offensive material.

### **6.4 Abuse of Authority**

Abuse of authority is where an individual improperly uses the power and authority inherent in a position to endanger a person's job, undermine the performance of that job, threaten the person's economic livelihood, or in any way interfere with or influence a person's career. It is the exercise of authority in a manner which serves no legitimate work purpose and ought reasonably to be known to be inappropriate. Examples of abuse of authority include, and are not limited to: misuse of power, intimidation, threats, blackmail or coercion, inappropriate use of power (with a subordinate) for sexual purposes.

### **6.5 Complainant**

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A Complainant is a person who brings forward a complaint as defined in this policy.

**6.6 Respondent**

A Respondent is a person against whom a complaint is made.

**6.7 Employee**

Includes any full-time, part-time, casual, temporary, seasonal, or contract employee in Parts I, II and III of the New Brunswick Public Service. Also, any volunteer, student or intern worker providing services to the Government of New Brunswick.

**6.8 CEO**

CEO means a Chief Executive Officer or designate and includes Deputy Ministers (Part I), Superintendents of Schools (Part II); Chief Executive Officers of Regional Health Authorities (Part III); and for the purpose of 7.2.b or 7.2.e, the Deputy Minister of Finance and Treasury Board.

**6.9 Manager**

A manager is any person who is responsible for employees, has responsibility for delegating work and includes, supervisors, directors, principals of schools, nurse managers, facility managers and all appropriate persons in the chain of command within the organization.

**6.10 Parties to the Complaint**

Parties to the complaint mean the complainant and respondent.

**6.11 Prima Facie**

Prima facie means a first look or review at the allegations of the complaint either verbal or written. If on the face of it, the allegations appear to be true, then it is deemed to be true (benefit of the doubt) and the prima facie test has been met.

**7. PROCEDURE**

Upon becoming aware of any incident which may fall under the definition of harassment, the following procedure should be followed to attempt a resolution. Nothing prevents a CEO from taking any appropriate action (notwithstanding the procedure in this policy), including normal disciplinary action.



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### 7.1 Informal Resolution

Complainants and managers will use the informal procedure to attempt to resolve workplace harassment unless it is inappropriate to do so.

The objective of informal resolution is to address complaints raised through this policy as soon as possible and in a fair and respectful manner. Every effort should be made to resolve the problem as quickly as possible with open communication and cooperation. If a person believes they have a complaint under this policy and that person chooses to address the matter informally, the following actions should be taken:

- a. Complainant requests the assistance of a manager in the informal resolution of a workplace harassment complaint.
- b. Complainant directly speaks to the individual who has disrespected them or who has potentially violated the definitions in this policy in an attempt to resolve the problem before it can escalate. If the communication is done in person the complainant should have the manager present. If done in writing, it is advisable to forward a copy to the manager, and to keep a copy of the letter. All communications are to be two-way, meaning both parties have the opportunity to respectfully discuss the complaint.
- c. If the problem is not resolved, or if the complainant does not wish to communicate directly with the respondent, the complainant should meet with their manager, unless it is inappropriate to do so, then the complainant may reach out to a Human Resources representative.
- d. Problem resolution mechanisms such as coaching, guided conversations, counselling, facilitation and mediation can in many instances resolve the issue and prevent the situation from escalating to the point where a formal complaint is filed.
- e. If the facts are not in dispute and it is determined by the CEO that there is evidence for a founded complaint then the CEO shall take appropriate action up to and including dismissal.
- f. Nothing in the informal procedure prevents a manager from recommending the matter be investigated, or if the informal complaint procedure is not successful from recommending further action.

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## 7.2 Formal Procedure

If the informal procedure is inappropriate or fails, the CEO may choose to proceed with the formal procedure. The complainant may also choose to file a written complaint (Harassment Complaint Form, [Appendix A](#)).

- a. When proceeding under the formal procedure a written and signed complaint is required. It should give an accurate account of the incident or incidents of harassment including times, places and parties involved. When completed, the complaint is submitted to the manager (unless the manager is a named respondent), or Chief Executive Officer (CEO). Anonymous complaints will not be accepted.
- b. If the complainant deems it inappropriate to file a complaint with one of the persons mentioned above, a complaint may be filed with the Deputy Minister of Finance and Treasury Board.
- c. The employer is committed to reviewing all complaints, however, it is the CEO's discretion whether or not to investigate a complaint. The CEO or the investigator may, upon reviewing the written complaint and interviewing the complainant, determine whether or not the complainant has a prima facie complaint under this policy which merits further investigation. The CEO or investigator shall inform the complainant whether or not the investigation will be pursued and may take other action to resolve any workplace issues identified through the complaint.
- d. It is also the CEO's discretion whether or not to investigate a complaint if it is not filed within a year of the alleged circumstance leading to the complaint, unless exceptional circumstances warrant an extension.
- e. The CEO shall investigate or shall appoint an investigator or request the Deputy Minister of Finance and Treasury Board to appoint one to ensure the complaint is investigated in a confidential and expeditious manner.
- f. If at any time a grievance, court action or other legal process has been filed and the subject matter is the same as, similar in nature, or related to the complaint the CEO may suspend the investigation.



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- g. The respondent shall be informed of the complaint, presented with a written statement of allegations and afforded an opportunity to respond.
- h. When there is a direct reporting relationship between the complainant and the respondent, it may be in the best interest of all parties for them to be physically and hierarchically removed from one another for the period of the investigation. If there is no reporting relationship, the CEO shall determine if the parties should be physically removed from one another for the period of the investigation. The CEO shall consider operational requirements, health and safety of individuals and other employment factors in the decision to reassign or relocate either party.
- i. Unless directed otherwise, the investigator shall gather and analyze the information, summarize the findings and may propose corrective action or make recommendations when specifically requested to do so by the CEO.
- j. The investigator shall report the written findings and recommendations, when applicable, to the CEO who shall determine whether the respondent has committed an act or acts constituting harassment (i.e. a founded complaint).
- k. If a complaint is founded, in whole or in part, the CEO shall take appropriate action up to and including dismissal.
- l. The parties to the complaint must be informed in writing whether the allegations were founded or unfounded.
- m. The CEO may take any other action deemed advisable.
- n. A complainant who submits a complaint under this policy that involves falsehood or malicious intent or is otherwise made in bad faith, as determined by the investigation, shall be subject to appropriate disciplinary action.

## 8. OTHER OPTIONS

### 8.1 Complaints to the New Brunswick Human Rights Commission

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New Brunswick Human Rights Act complaints should normally be filed within one year from the time the harassment occurred. Complaints are investigated by the New Brunswick Human Rights Commission. For more information, contact the New Brunswick Human Rights Commission.

### **8.2 Complaints under the Criminal Code**

Sexual and other forms of assault are covered under the Criminal Code. Sexual and other forms of assault are serious criminal offences that should be reported to the police.

## **9. RIGHTS AND RESPONSIBILITIES**

### **9.1 A shared responsibility**

While all employees share responsibility for creating a respectful workplace and understanding and preventing harassment in the workplace, it is important to recognize that, under law, managers carry more responsibility than other employees.

### **9.2 Chief Executive Officers or Designate**

Chief Executive Officers are responsible for the implementation and administration of this policy/ code of practice. They shall:

- promote behaviours, actions and values that contribute to a respectful workplace;
- ensure that the rights of both the respondent and the complainant involved in a harassment incident are protected. Fair and equitable procedures must be ensured for all parties;
- appoint an investigator or investigators where appropriate as per the policy;
- consult with the investigator or investigators to set a reasonable time frame for the completion of the investigation;
- review the investigation report;
- determine the outcome, the appropriate action to be taken, and implement the action;
- maintain confidentiality; and
- ensure the parties are informed in writing whether the allegations were founded or unfounded, in a timely manner. (Reports arising from the investigation remain the property of the employer. Disclosure is pursuant to the Right to Information and Protection of Privacy Act, section 20(1) and 20(2)).



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### **9.3 Managers**

- Managers promote and model behaviours, actions and values that contribute to a respectful workplace.
- Those who have authority to prevent or discourage harassment may be held accountable for failing to do so. This accountability extends to anyone in a management or supervisory position.
- Departments, Regional Health Authorities and School Districts may be responsible for the action or inaction of managers and supervisors.
- The employer may share liability with managers and others in founded complaints.
- Managers shall participate in Respectful Workplace Training, ensure employees receive Respectful Workplace Training and ensure training records are maintained.
- Maintain confidentiality.

### **9.4 Employees**

- All employees share a common responsibility to promote and model behaviours, actions and values that contribute to a respectful workplace.
- Report an incident of harassment to the employer as soon as possible.
- In the event that harassment occurs, employees at every level of the organization may find themselves to be a complainant, respondent, or witness, and are responsible to cooperate fully with formal or informal resolution procedures.
- Employees are required to participate in Respectful Workplace training.
- Maintain confidentiality.

### **9.5 Complainants**

#### Complainants have the right:

- to make a complaint and have the complaint reviewed;
- to be accompanied by a person of their choice (unrelated to the complaint) during the interview; and
- not to be subject to retaliation for having made a complaint under this policy.

It is the responsibility of the complainants:

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- to immediately make known, if possible, their disapproval or unease to the respondent;
- to follow all procedures under this policy;
- to cooperate with all those responsible for dealing with the investigation of the complaint; and
- to maintain confidentiality with respect to the investigation.

### **9.6 Respondents**

Respondents have the right:

- to be informed that a complaint has been filed and will be investigated;
- to be presented with a written statement of allegations and to be afforded an opportunity to respond to them; and
- to be accompanied by a person of their choice (unrelated to the complaint) during their interview.

It is the responsibility of the respondents:

- to follow all procedures under the policy;
- to cooperate with all those responsible for dealing with the investigation of the complaint; and
- to maintain confidentiality with respect to the investigation.

### **9.7 Witnesses**

Witnesses have the right:

- not to be subject to retaliation for participating as a witness; and
- to be accompanied by a person of their choice (unrelated to the complaint) during the interview.

It is the responsibility of the witness:

- to meet with the investigator and to cooperate with all those responsible for the investigation of the complaint; and
- to maintain confidentiality with respect to the investigation.

### **9.8 Investigator(s)**

The investigator shall:

- ensure the respondent has received a written statement of the allegations;
- ensure all parties involved have been informed of their rights and responsibilities;
- interview the parties and relevant witnesses;



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- review and examine all evidence;
- where the investigator believes that mediation is appropriate, they shall advise the CEO or designate;
- prepare a full written report;
- ensure the investigation is completed in a timely manner (usually up to 3 months);
- where requested, provide a summary of recommendations following the investigation; and
- maintain confidentiality with respect to the investigation.

#### 10. TRAINING

- All employees must complete Respectful Workplace Training. New employees must complete training as part of orientation.
- All managers must complete Respectful Workplace Training for managers.
- All records of employee training shall be maintained by the Employer.
- The employee performance evaluation shall include a requirement for annual review of the Respectful Workplace Policy.

#### 11. INQUIRIES

For further information contact the Human Resource representative assigned to your workplace or the Department of Finance and Treasury Board at 506-453-8574.

#### 12. REVIEW and UPDATE

This policy/code of practice will be reviewed and updated in compliance with New Brunswick Regulation 91-191, Part XXII.I Violence and Harassment Codes of Practice.

#### 13. REFERENCES

New Brunswick Regulation 91-191 under the Occupational Health and Safety Act, Part XXII.I Violence and Harassment Codes of Practice  
 New Brunswick. Human Rights Commission. (1992). The Human Rights Act of New Brunswick. Fredericton, N.B.: New Brunswick Human Rights Commission.

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Appendix A

Harassment Complaint Form



Note: Submit the completed form to management, or to the Chief Executive Officer (CEO).

**1. Complaint Information :**

Name (print)	Job Title
Department	Workplace Address
Phone Number (phone numbers will not be shared with respondents)	Email

**2. Grounds for Complaint: on what grounds do you believe the alleged harassment occurred?**

*(Check all that apply)*

<input type="checkbox"/>	<b>Personal Harassment</b> – any objectionable or offensive behavior that is known or ought reasonably to be known to be unwelcome. It includes objectionable conduct, comment or display made on either a one-time or continuous basis that demeans, belittles or causes personal humiliation or embarrassment. Without limiting the above, personal harassment includes harassment within the meaning of the New Brunswick Human Rights Act, i.e., harassment on the basis of the following prohibited grounds of discrimination: race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, family status, sexual orientation, sex, gender identity or expression, social condition or political belief or activity.
<input type="checkbox"/>	<b>Sexual Harassment</b> – any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or a series of incidents, that might reasonably be expected to cause offense or humiliation or that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services or a contract.
<input type="checkbox"/>	<b>Abuse of Authority</b> – where an individual improperly uses the power and authority inherent in a position to endanger a person's job, undermine the performance of a job, threaten the person's economic livelihood, or in any way interfere with or influence a person's career. It is the exercise of authority in a manner which serves no legitimate work purpose and ought reasonably be known to be inappropriate.
<input type="checkbox"/>	<b>Poisoned Work Environment</b> – characterized by an activity or behavior not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned work environment include but are not limited to: bullying, graffiti, sexual, racial or religious insults or jokes, abusive treatment of an employee and the display of pornographic or other offensive material.

**3. Respondent(s): Person(s) who allegedly breached the policy**

**4. Details of the complaint: Provide relevant details**

Date/ Time:

Location:

What happened? What were the circumstances surrounding the alleged harassment?

Have you addressed this with the respondent(s)? When? How?

(Attach additional page(s) if required)

5. Direct Witnesses:	
Name	Contact Information

6. Relevant Documents: Please attach copies of any documents you consider relevant to this complaint.

7. Signature:

By signing this complaint, you are agreeing to have a copy submitted to **\*Human Resources**. Your complaint will be maintained in confidence; however, relevant information will be shared to the extent necessary to determine the appropriate resolution of this matter.

*\*(Or Deputy Minister of Finance and Treasury Board where submitted in the appropriate circumstances per policy AD 2913 7.2.b).*

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the investigation deems relevant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Appendix

## E





# Anglophone East School District

A Better Future... Through Quality Education

Anglophone East School District  
1077 St. George Blvd  
Moncton NB E1E 4C9  
Tel: (506) 856-3222  
Fax: (506) 856-3224

## Mandatory Provincial Policy Certification

All Anglophone East School District staff, including all casuals, are required to thoroughly review the policies identified below, then complete the corresponding modules / testing for each one. Generation of all certificates of completion is mandatory, with electronic copies to be emailed to: [hrcerts.asde@nbed.nb.ca](mailto:hrcerts.asde@nbed.nb.ca) for tracking purposes.

Click [here](#) for more information on how to complete quizzes and generate & save certificates.

### AD-2707 – Substance Use in the Workplace

#### **All Employees Must Complete the Following:**

E-Learning Module for all GNB employees

*This is an online training module, followed by a quiz (4 questions). A certificate of completion is generated.*

### AD-2708 – Prevention of Workplace Violence

#### **All Employees Must Complete the Following:**

E-Learning Module - Prevention of Workplace Violence

*This is an online training module, followed by a quiz (10 questions). A certificate of completion is generated.*

### AD-2913 – Respectful Workplace

#### **All Employees Must Complete the Following:**

E-Learning Module 1 - A Respectful Workplace **As Well**

**As**

E-Learning Module 2 - A Respectful Workplace

*There are 2 online training modules, followed by a quiz (10 questions). A certificate of completion is generated*

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### Policy 701

Provincial Policy 701 – Pupil Protection Policy

Provincial Policy 701 Complaint Summary Form

Provincial Policy 701 Training and Online Test

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<b>Section</b>  <b>STANDARDS AND APPLICATION OF HEALTH AND SAFETY</b>	<b>Subject</b>  <b>Prevention of Workplace Violence</b>	

## 1. INTRODUCTION

The Government of New Brunswick (GNB) is committed to the prevention of workplace violence and to taking every reasonable precaution to provide a safe, secure and violence-free work environment.

To do this GNB will:

- assess the risks for workplace violence;
- implement measures to mitigate risks identified in the assessment;
- provide training to employees and managers;
- respond to incidents and complaints of workplace violence; and
- develop and implement codes of practice.

Every employee has the right to work in, and a responsibility to contribute to, a violence-free workplace.

## 2. APPLICATION

This policy applies to all employees in Parts I, II and III of the New Brunswick Public Service. Where applicable, this policy also applies to volunteers, contractors, fee for service individuals, those governed under medical staff bylaws, and clients.

## 3. AUTHORITY

*Financial Administration Act*, Section 6  
*New Brunswick Regulation 91-191, under the Occupational Health and Safety Act (O.C. 91-1035)*  
 Board of Management Minute 19.0033

## 4. SCOPE

This policy covers actual, attempted or threats of physical force as well as threatening statements or behavior that gives an employee reasonable cause to believe they are at risk of injury in GNB workplaces or work-related locations where the business of GNB is being carried out. The workplace includes and is not limited to: the physical work site or building, washrooms, lunch rooms and eating areas, designated smoking areas on site, meeting rooms, training sessions and conferences, business travel, work related gatherings, the client's home, employee's home office or virtual worksites, vehicles, any physical or virtual workplace where an employee conducts business on behalf of the Government of New Brunswick. The workplace may extend to events outside of work hours depending on the nature of the event.

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## 5. POLICY STATEMENT

- GNB is committed to preventing and addressing work-related violence, including sexual violence, intimate partner violence and domestic violence that may possibly expose a worker to physical injury in the workplace.
- All employees share responsibility for contributing to a violence-free workplace.
- The goal of workplace violence incident response and investigation is to correct identified issues or mitigate risk, restore positive and productive work environments and prevent similar incidents.

## 6. DEFINITIONS

### 6.1 Workplace Violence

As defined in New Brunswick Regulation 91-191 under the *Occupational Health and Safety Act*, workplace violence means the attempted or actual use of physical force against an employee, or any threatening statement or behavior that gives an employee reasonable cause to believe that physical force will be used against the employee, and includes sexual violence, intimate partner violence and domestic violence that occurs in the workplace.

### 6.2 CEO

CEO means a Chief Executive Officer or designate and includes Deputy Ministers (Part I), Superintendents of Schools (Part II); Chief Executive Officers of Regional Health Authorities (Part III).

### 6.3 Manager

A manager is any person who is responsible for employees, has responsibility for delegating work and includes, supervisors, directors, principals of schools, nurse managers, facility managers and all appropriate persons in the chain of command within the organization.

### 6.4 Employee

Includes any full-time, part-time, casual, temporary, seasonal, or contract employee in Parts I, II and III of the New Brunswick Public Service. Also, any volunteer, student or intern worker providing services to the Government of New Brunswick.



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## 7. RISK ASSESSMENT

Every GNB workplace must assess the risk of workplace violence that may arise from the nature of the workplace and types or conditions of work to determine the need to implement or enhance reasonable control measures.

- The workplace violence risk assessment shall consider:
  - the location and circumstance in which the work is carried out;
  - the risk that may arise out of or in connection with an employee's work; or sexual violence, intimate partner violence or domestic violence occurring at the place of employment;
  - the categories of employees at risk, or the types of work that place employees at risk of experiencing violence;
  - the possible effects on the health or safety of employees who are exposed to violence at the place of employment; and
  - all previous incidents of violence at the place of employment; and incidents of violence in similar places of employment.
- Risk assessments will be reviewed and updated where there is a change in conditions at the place of employment or when ordered to do so by an officer of WorkSafeNB.
- Risk assessments will be reviewed and updated at a minimum every three (3) years.
- The employer will consult with the appropriate local Joint Health and Safety Committee (JHSC) or health and safety representative in assessing the risk of violence.

## 8. CODE OF PRACTICE

- All GNB workplaces must develop a code of practice that sets out the actions and measures to mitigate the risk of violence at the workplace and ensure the health and safety of employees to the extent possible.
- Codes of practice must consider risk(s) of violence identified in the assessment.
- Codes of practice must be reviewed annually in consultation with the JHSC.
- Codes of practice must be updated when there is a change in conditions at the workplace or when ordered to do so by an officer of WorkSafeNB.

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## 9. ROLES AND RESPONSIBILITIES

### 9.1 Employees

Employees will:

- contribute to a violence-free workplace;
- complete training on this policy and safe work procedures offered by the employer;
- comply with safe work procedures and codes of practice to control the risk of workplace violence;
- be aware of warning signs and behaviors that could warrant intervention and respond accordingly;
- report any observed workplace hazards, or situations that could increase or contribute to the risk of violence to the manager;
- report violent criminal behavior or imminent threat to appropriate authorities;
- cooperate with all workplace parties including the Joint Health and Safety Committee/health or safety representative towards the prevention of workplace violence;
- be aware of the Employee and Family Assistance Program (EFAP) and services available; and
- ensure confidentiality is respected.

### 9.2 Managers

In addition to the responsibilities as an employee, a manager will:

- advise employees about this policy and potential workplace risks and provide information on safe work procedures, codes of practice and incident reporting procedures;
- report violent criminal behavior or imminent threat to appropriate authorities;
- be aware of warning signs and behaviors that could warrant intervention and respond accordingly, and when observed, immediately inform senior management;

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- ensure a risk assessment is completed and documented for each workplace;
- ensure a code of practice is developed and implemented for each workplace;
- respond immediately to, and document reports of, all workplace violence incidents and complaints (Appendix A);
- report incidents of workplace violence resulting in injury in accordance with the Occupational Health and Safety Act requirements;
- ensure the process of incident reporting and incident investigation are followed;
- ensure an incident investigation is conducted and report findings with a recommendation to the CEO or designate;
- review reports of violence and/or threats in the workplace and, where necessary, develop plans to mitigate risk in the future;
- ensure staff are aware of the Employee and Family Assistance Program (EFAP) and services;
- ensure confidentiality is respected;
- escalate issues that have not been resolved to next level of supervision; and
- take every reasonable precaution in the circumstances for the protection of employees from workplace violence.

### **9.3 Chief Executive Officers or Designates**

A CEO or designate will:

- be responsible for the implementation and administration of this policy;
- ensure managers and employees receive information and instruction on this policy, and their duties and responsibilities;
- ensure managers conduct workplace violence risk assessments to identify potential workplace violence hazards and that codes of practice are developed;
- ensure the mechanisms under the GNB AD-1951 Policy on Security are enacted where appropriate;



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- involve appropriate government, regulatory, law enforcement and community stakeholders in the response to incidents of workplace violence;
- ensure records of incidents of workplace violence are maintained. Submit the number and type of workplace violence incidents to the Department of Finance and Treasury Board annually; and
- ensure confidentiality is respected.

#### **9.4 Human Resources**

Human Resources representatives for the respective workplace will:

- provide general information to employees and managers about this policy; and
- arrange debriefing sessions for staff as required.

### **10. POLICY VIOLATION**

Employees found to have violated this policy will be subject to the appropriate disciplinary measures up to and including dismissal.

### **11. TRAINING**

- All GNB employees must complete Prevention of Workplace Violence training. New employees must complete this training as part of orientation.
- All GNB managers must complete:
  - Prevention of Workplace Violence training
  - Prevention of Workplace Violence training for Managers.
- Records of employee training shall be maintained by the employer.
- The employee performance evaluation shall include a requirement for annual review of the Prevention of Workplace Violence Policy.

### **12. PRIVACY & CONFIDENTIALITY**

Personal information required pursuant to this policy will be collected, used, retained, and protected by parties in accordance with the *Right to Information and Protection of Privacy Act*, and shall be limited for purposes of the investigation of the incident and corrective measures required.

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### 13. INQUIRIES

For further information contact the Human Resources representative assigned to your workplace or the Department of Finance and Treasury Board at 506-453-8574.

### 14. REFERENCES AND RELATED INFORMATION

New Brunswick Regulation 91-191 under the *Occupational Health and Safety Act*, Part XXII.I Violence and Harassment Codes of Practice.

AD-1951 Policy on Security

AD-2913 Respectful Workplace

GNB Intranet – Prevention of Workplace Violence

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Appendix A

Violent Incident Report Form



# Violent Incident Report Form

**All violent incidents are to be reported using this form. Upon completion submit to your Manager.**

## Identifying Information

Name: _____ Job Title: _____ Employer/ Department: _____ Work Location: _____ Contact Information: _____	<input type="checkbox"/> Victim, or <input type="checkbox"/> Witness Medical help or First Aid obtained <input type="checkbox"/> Yes <input type="checkbox"/> No WorkSafeNB Form 67 (report of accident form) <input type="checkbox"/> Yes <input type="checkbox"/> No Reported to Manager Name: <input type="checkbox"/> Yes <input type="checkbox"/> No Police Called <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

*Note: If you are injured, this form is in addition to Form 67.*

## Aggressor/ Assailant

<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Visitor
<input type="checkbox"/> Client/Customer	<input type="checkbox"/> Member of the Public
<input type="checkbox"/> Student	<input type="checkbox"/> Domestic Partner
<input type="checkbox"/> Other (specify): _____	
Name (if known): _____	

## Incident Description

Description of the event (include any relevant details such as location, persons involved, lead up, and immediate follow-up).

## Incident Information

Date: \_\_\_\_\_

Time: \_\_\_\_\_  AM  PM

Type of Incident: (select all that are relevant)

<input type="checkbox"/> Verbal	<input type="checkbox"/> Push
<input type="checkbox"/> Written	<input type="checkbox"/> Kick
<input type="checkbox"/> Hit	<input type="checkbox"/> Scratch
<input type="checkbox"/> Bite	<input type="checkbox"/> Choke
<input type="checkbox"/> Throwing objects	<input type="checkbox"/> Weapon used
<input type="checkbox"/> Other (specify): _____	

Were you working alone?  Yes  No

Was the assailant involved in a previous violent incident with GNB employees?  Yes  No  Don't know

Are there any measures already in place to prevent a similar incident?  Yes  No

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Name of any witness(es): \_\_\_\_\_

# Appendix

## F



## Mandatory Provincial Policy Certification

All Anglophone East School District staff, including all casuals, are required to thoroughly review the policies identified below, then complete the corresponding modules / testing for each one. Generation of all certificates of completion is mandatory, with electronic copies to be emailed to: [hrcerts.asde@nbed.nb.ca](mailto:hrcerts.asde@nbed.nb.ca) for tracking purposes.

Click [here](#) for more information on how to complete quizzes and generate & save certificates.

### [AD-2707 – Substance Use in the Workplace](#)

#### **All Employees Must Complete the Following:**

[E-Learning Module for all GNB employees](#)

*This is an online training module, followed by a quiz (4 questions). **A certificate of completion is generated.***

### [AD-2708 – Prevention of Workplace Violence](#)

#### **All Employees Must Complete the Following:**

[E-Learning Module - Prevention of Workplace Violence](#)

*This is an online training module, followed by a quiz (10 questions). **A certificate of completion is generated.***

### [AD-2913 – Respectful Workplace](#)

#### **All Employees Must Complete the Following:**

[E-Learning Module 1 - A Respectful Workplace](#) **As Well**

**As**

[E-Learning Module 2 - A Respectful Workplace](#)

*There are 2 online training modules, followed by a quiz (10 questions). **A certificate of completion is generated***

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### [Policy 701](#)

[Provincial Policy 701 – Pupil Protection Policy](#)

[Provincial Policy 701 Complaint Summary Form](#)

[Provincial Policy 701 Training and Online Test](#)



PROVINCE OF NEW BRUNSWICK <b>ADMINISTRATION MANUAL SYSTEM</b>		<b>AD - 2707</b>
<b>Section</b> <b>STANDARDS AND APPLICATION OF HEALTH AND SAFETY</b>	<b>Subject</b> <b>SUBSTANCE USE IN THE WORKPLACE</b>	

## 1. POLICY STATEMENT

- 1.1 As an employer, the government of New Brunswick is committed to providing a safe, healthy and productive work environment where employees, the general public and the community are protected from the potential adverse consequences of substance use.
- 1.2 This policy is designed to address substance use in the workplace by an employee that may negatively impact the safety, competency or efficiency of that employee, other employees, or put members of the public at risk of harm in any way.
- 1.3 The use, sale, distribution, production of, or impairment due to: alcohol, illicit drugs, recreational cannabis, or medications that have not been legally obtained or properly prescribed to the employee is prohibited in the workplace.
- 1.4 Non-compliance with this policy may result in the appropriate measures, up to and including dismissal.

## 2. APPLICATION

This policy applies to all employees in Parts I, II and III of the New Brunswick Public Service while at work or conducting government business in the workplace or elsewhere.

## 3. DEFINITIONS

### 3.1 Alcohol

The intoxicating agent in beverage alcohol, ethyl alcohol (grain alcohol), or other low molecular weight alcohols including methyl (methanol) and isopropyl alcohol (rubbing alcohol). Beverage alcohol includes but is not limited to beer, wine, distilled spirits and very low alcohol products (e.g. beer with 0.5% alcohol by volume) as are included in this definition.



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**3.2 Cannabis**

A substance from the cannabis plant used medically or recreationally. Tetrahydrocannabinol, or THC, is the chemical compound in cannabis responsible for its potentially impairing effects. Delivery methods of cannabis include but are not limited to pipes, rolling papers, bongos, hookas, vaporizers, one-time use devices, extracts, oils, or edibles.

**3.3 Employee**

Includes any full-time, part-time, casual, temporary, seasonal, or contract employee of the government of New Brunswick. Also, any volunteer, student or intern worker providing services to the government of New Brunswick.

**3.4 Fit for Work**

An Employee is able to perform the duties of the job with efficiency, competence and in a safe manner as compared to established or generally-accepted performance standards. Medical documentation may be required to validate an employee's fitness for work.

**3.5 Illicit Drugs**

Any drug or substance that is not legally obtained by the employee and whose use, sale, possession, purchase or transfer is restricted or prohibited by Canadian law. These may include but are not limited to: street drugs such as cocaine, heroin, hallucinogens, stimulants, and prescription drugs that have not been legally prescribed to the employee or are obtained through drug diversion.

**3.6 Drug Diversion**

The term includes any unaccountable loss, theft, use for unintended purposes, or tampering of a drug. For purposes of this policy, drug diversion is a medical and legal concept involving the transfer of any legally prescribed drug from the individual for whom it was prescribed to another person for any illicit use, including any deviation that removes a prescription drug from its intended path from the manufacturer to the intended patient.

**3.7 Impaired/Unfit for Duty**

The inability to safely, competently or efficiently perform work duties without limitation resulting from substance use, after effects of substance use, or otherwise being under the influence of substances.

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Section	Subject	
STANDARDS AND APPLICATION OF HEALTH AND SAFETY	SUBSTANCE USE IN THE WORKPLACE	

### 3.8 Medication

A drug obtained legally, either over the counter as treatment for an existing medical condition or as properly prescribed to the employee by a registered and regulated health professional.

### 3.9 Misuse of Medication

The intentional or unintentional use of medication in a way or for a purpose that was not intended, or under circumstances that risks the health or safety of the employee, his/her co-workers, the general public, and/or the workplace.

### 3.10 Safety Sensitive Position

A safety-sensitive position is one in which drug or alcohol impairment could result in direct or indirect risk of injury to the employee, others, the environment, or damage to equipment or property. Positions that require an employee to operate any type of motor vehicle can be considered safety sensitive.

### 3.11 Substance

Anything ingested, consumed or otherwise taken that could cause impairment. This includes but is not limited to alcohol, cannabis, illicit drugs, and medications.

### 3.12 Substance Use Disorder/Dependency

Substance Use Disorder is defined as a cluster of cognitive, behavioral and physiological symptoms indicating that the individual continues to use the substance or substances despite the presence of significant substance related problems in areas such as social, recreational, interpersonal, occupational, and/or psychological functioning. Symptoms cause clinically significant impairment or distress and occur within a 12-month period. Substance Use Disorder can be considered mild, moderate or severe depending on the nature and number of presenting symptoms. Diagnosis of a Substance Use Disorder is usually made by a health professional legally qualified to do so.



PROVINCE OF NEW BRUNSWICK <b>ADMINISTRATION MANUAL SYSTEM</b>		<b>AD - 2707</b>
Section <b>STANDARDS AND APPLICATION OF HEALTH AND SAFETY</b>	Subject <b>SUBSTANCE USE IN THE WORKPLACE</b>	

### 3.13 Workplace

The workplace includes but is not limited to the physical work site, washrooms, lunch rooms, meeting rooms, training sessions, business travel, conferences, work related gatherings, the employee or client's home (if deemed a worksite) or worksite, or any other premises at which an employee is conducting business on behalf of the government of New Brunswick. The workplace may extend to events outside of work hours depending on the nature of the event.

## 4. RESPONSIBILITIES:

### 4.1 Shared responsibility

The employer and all employees share responsibility for understanding and preventing substance use in the workplace.

### 4.2 Employer

The Government of New Brunswick will:

- acknowledge that Substance Use Disorders/Dependencies are treatable conditions and early intervention improves the probability of a lasting recovery.
- firmly and fairly enforce the principle that its employees must not be impaired while at work, or while conducting government business.
- communicate to employees about the risks and potential consequences of substance use, Substance Use Disorder, and impaired employees in the workplace.
- provide education and training to help employees, supervisors and others to identify impaired behavior and/or recognize warning signs that may indicate that they or another employee may have a Substance Use Disorder, and to identify the appropriate response and next steps including rights to confidentiality for the employee.
- encourage employees who self-disclose a potential substance use disorder to consult a substance abuse expert for a diagnosis.
- provide employees who have a diagnosable substance use disorder with appropriate leave to access substance use professionals and rehabilitation programs in accordance with AD2202 – Sick Leave Policy or the appropriate collective agreement, and reasonable work accommodation in order to assist them overcome their dependency, to the point of undue hardship.



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- in anticipation of return to work for bargaining employees, Union involvement will be required on a case-by-case basis for consultation on the terms for testing of employees where there is some form of monitoring agreement for a self-declared Substance Use Disorder.
- maintain the confidentiality of employee personal information and personal health information related to substance use at all times.
- ensure documentation containing employee personal information and personal health information related to substance use is securely collected, used, and stored in accordance with the *Right to Information and Protection of Privacy Act*.

### 4.3 Employees

All employees will:

- be fit for work and remain fit for work throughout their work day, or on-call.
- not report for duty while impaired as a result of substance use.
- not use, possess, distribute, offer or sell alcohol, cannabis, illicit drugs, or illicit drug paraphernalia in the workplace.
- perform their work duties safely, competently and efficiently, without any limitations arising from substance use, including medications, or the after-effects of substance use that risks their health, safety, the health or safety of any other person, or damage to equipment or property.
- advise their supervisor if they believe that they are, or could become impaired in the workplace as a result of substance use, or the use or misuse of medication in accordance with the *Occupational Health & Safety Act*, Section 12(c).
- report to their supervisor the existence of any hazard of which they are aware, including if they believe another employee has a substance use disorder, or is, or has been impaired while at work or while conducting government business in accordance with the *Occupational Health & Safety Act*, Section 12(c).
- self-disclose to their supervisor that they may have a Substance Use Disorder, or are prescribed a medication or authorized cannabis which may render them unfit for duty.

<b>PROVINCE OF NEW BRUNSWICK</b> <b>ADMINISTRATION MANUAL SYSTEM</b>		<b>AD - 2707</b>
<b>Section</b> <b>STANDARDS AND APPLICATION OF HEALTH AND SAFETY</b>	<b>Subject</b> <b>SUBSTANCE USE IN THE WORKPLACE</b>	

- recognize that problems related to substance use or Substance Use Disorder do not excuse inappropriate behavior, unsafe work performance, or being unfit for duty.
- actively participate in work accommodation, if necessary and if available, during the course of treatment, rehabilitation or follow-up programs.
- if required, provide fitness for work documentation within a reasonable timeframe, established by the employer, to facilitate reasonable work accommodation.
- be tested for substance use when a critical incident such as a major accident, significant event or near miss has occurred and there are facts to support that an employee occupying a safety-sensitive position was in a condition of impairment or intoxication (the purpose of this testing is to determine the root cause of the incident), or where it is recommended as a part of a broader follow-up medical, rehabilitation treatment or return to work plan.
- understand that the EFAP (Employee Family Assistance Program) is accessible and other programs will continue to be used and supported in conjunction with the testing following a critical incident or self-disclosure of a Substance Use Disorder.
- recognize that disciplinary action may result from a positive test or the refusal to comply with a demand to submit to testing. Disciplinary action will be assessed on a case-by-case basis through an application of the "just cause" provisions in the various collective agreements.
- recognize that failure to abide by the responsibilities listed above may result in disciplinary measures, up to and including dismissal.

## 5. PROCEDURE

- 5.1 Employees with Substance Use Disorders are encouraged to voluntarily seek help from a substance abuse expert. To help facilitate this, the government of New Brunswick supplies access to the Employee and Family Assistance Program (EFAP).



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5.2 When an employee brings, to their supervisor, a concern regarding the effects of a substance on their, or another employee's job performance, the supervisor consults with Human Resources to determine the options available for the employee. The supervisor and Human Resources maintain employee confidentiality.

5.3 The supervisor, or their designate, should observe employees for signs of obvious impairment or altered performance behaviours. Supervisors should consult their departmental Human Resources for specific instructions for handling workplace impairment.

## 6. COMPLIANCE

Non-compliance with this policy may result in appropriate disciplinary measures, up to and including dismissal.

## 7. PRIVACY & CONFIDENTIALITY

Personal information and personal health information required pursuant to this policy will be collected, used, retained, and protected by parties in accordance with the *Right to Information and Protection of Privacy Act*.

## 8. AUTHORITIES

*Human Rights Act*

*Occupational Health & Safety Act* Section 12(c)

*Right to Information and Protection of Privacy Act*, Sections 38, 41, 42, and 44

*Financial Administration Act*, Section 6

*Motor Vehicle Act*

Treasury Board Minute JM2018-07-31-01

## 9. INQUIRIES

- Employees and Supervisors may contact Human Resources staff at SNB.
- Human Resources staff may contact Treasury Board at (506) 453-8574.



# Appendix

## G



## Anglophone East School District Health and Safety Program Orientation Checklist

Complete the Questionnaire to ensure and acknowledge understanding of the Health and Safety Program information discussed during orientation.

	Yes	No
I have been informed of the name and contact information of my supervisor. (included on your letter of hire).		
I have been shown and understand where to find a copy of the District Health and Safety Policy, who it applies to and the content of the policy. (Copy attached)		
I have been advised of where to access information for the New Brunswick Occupational Health & Safety Act and its Regulations. (Each work location has a dedicated Worksafe NB Board which contains a copy of the Act or at <a href="http://www.worksafenb.ca">www.worksafenb.ca</a> )		
I have been advised of the contact information of the JHSC or H&S representative. (Each work location has a list of members of the JHSC or the H&S Representative posted on the Worksafe NB Board)		
I have been advised of my rights, liabilities and duties under the Act and its Regulations. (Attached and available at <a href="http://www.worksafenb.ca">www.worksafenb.ca</a> Article 12 of the Act)		
I have been advised and understand the Health & Safety procedures and codes of practice related to my job tasks.		

I have been advised of the location of first aid facilities and how to obtain first aid.		
I have been informed and understand the procedures related to reporting injuries and illnesses (attached and accident for is available at Main Reception Desk)		
I have been informed and understand procedures related to emergencies (evacuation plan, crisis and lock down, etc.).		

### Acknowledgement & Agreement

I, \_\_\_\_\_ (Employee Name), acknowledge that I have been trained in health and safety and have read and understand the Health and Safety Program of **ANGLOPHONE EAST SCHOOL DISTRICT**. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_



# ANGLOPHONE EAST SCHOOL DISTRICT

## POLICY STATEMENT 292

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**SUBJECT: HEALTH AND SAFETY**

AUTHORITY: Superintendent EFFECTIVE: November 1, 2009

RESPONSIBILITY: Superintendency REVISED:

REFERENCE: PAGE: 1 of 1

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### Statement:

Anglophone East School District is committed to the ideal that all employees have a right to work in a healthy and safe environment.

- 1.0 To facilitate this, the District, in accordance with Work Safe NB will coordinate the establishment of Joint Health and Safety Committees in all schools and provide all necessary training programs to ensure that all staff are aware of proper safety requirements and procedures.
- 2.0 At all times, employees are expected to follow safe work procedures and to participate actively in creating a healthy and safe working environment. Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the District.
- 3.0 Further, all District Supervisory personnel shall ensure that employees under their direction are properly trained and knowledgeable about their duties and shall promote strict observance of established procedures and safe work practices.

## JOINT HEALTH AND SAFETY COMMITTEE

### **What is a Joint Health and Safety Committee?**

The JHSC is an advisory committee committed to strengthening the health and safety culture in a workplace to prevent and reduce injuries and occupational disease. Through regular monthly meetings, the JHSC helps employers promote health and safety by providing guidance and recommendations on health and safety issues that arise in the workplace. JHSC members audit the company's Internal Responsibility System by analyzing the health and safety information they receive from management and the information they collect through their mandate to determine the effectiveness of the health and safety systems.

JHSC members are required to complete a JHSC and Health and Safety Representative Educational Program as outlined in the *OHS Act* [subsections 14.1(2), 14.5(2) or 14.5(3)].

### **What do new employees need to know about a JHSC?**

A company should provide new employees with basic information about the company's JHSC and how members can be contacted. This information can include:

- JHSC's purpose (both legislative and internal standards based on the JHSC's terms of reference).
- How the JHSC promotes and supports the company's health and safety management system.
- Names of committee members and the departments where they work.
- Co-chairs and the departments where they work.
- Contact information such as phone numbers, email addresses, shift schedules.
- How often, location and approximate time the JHSC meets.
- JHSC's mandate, goals and objectives.
- How to bring agenda items or issues and concerns forward to the JHSC.
- The JHSC's role and their contact information in the event of a work refusal, and any documentation required.
- How a new employee can become a JHSC member.
- Training required for JHSC members and health and safety representatives (JHSC and Health and Safety Representative Educational Program, *Regulation 2007-33*).



### **What is a Health and Safety Representative?**

Workplaces with between five and 19 employees that are not required to have a JHSC may have a health and safety representative. Like JHSC members, the representative is committed to improving health and safety conditions in the workplace.

The health and safety representative is selected by workers at the workplace [subsection 17(3), *OHS Act*] and may do health and safety activities as would a JHSC member. The health and safety representative must regularly consult with the employer [subsection 18(2), *OHS Act*] and the employer must post the name of the representative in a prominent place at the workplace.

For project sites, the health and safety representative must attend the JHSC and Health and Safety Representative Educational Program.

**All work locations in Anglophone East that have 20 employees or more have a JHSC and the names are posted on the WorksafeNB Board. You should be introduced to the JHSC at your work location and be given their contact information and it is posted with the OHS Act.**

**All work locations in Anglophone East that have between 5 and 19 employees have a Health and Safety Representative. You should be introduced to this person at your work location and be given their contact information and it is posted with the OHS Act.**

## **EMPLOYER AND EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE *OHS ACT***

To help workplaces understand the legal obligations of employees and employers, the *OHS Act* outlines the following:

**Employee** is defined as:

- (a) a person employed at a place of employment, or
- (b) a person at a place of employment for any purpose in connection to the place of employment.

**Employer** is defined as:

- (a) a person who employs one or more employees,
- (b) a manager, superintendent, supervisor, overseer, or any person having authority over another, or
- (c) an agent of any person referred to in paragraph (a) or (b).



A common misconception among employees is the belief that the employer is **solely** responsible for workplace health and safety. While the concept of due diligence places the onus on the employer to take all reasonable precautions to protect the health and safety of employees, employees also play a key role in workplace health and safety. It is the responsibility of employees to ensure they understand, follow and comply with workplace legislation and the company's internal policies and procedures.

## EMPLOYEE RESPONSIBILITIES

All New Brunswick employees have legal responsibilities defined under the *OHS Act*:

- 1. Comply with the *OHS Act* and its Regulations:** Employees must familiarize themselves with the workplace legislation and if they do not understand the legal standards, they must ask supervisors or management for clarity or an interpretation of the requirements. Employees should also request training for any portion of the legal standard for which they have little or no knowledge or training.
- 2. Ensure safe conduct:** Employees must not participate in horseplay or take shortcuts when performing their jobs (not taking time to do a pre-use inspection on machinery, for example). Employees are responsible for knowing, understanding and complying with the workplace requirements for the company's day-to-day operations and asking for assistance when they are unclear about a workplace process to complete a job task safely.
- 3. Reporting hazards:** If an employee encounters an unsafe or harmful condition or situation or if they are unclear if a task is safe, the employee is responsible to report this immediately to their supervisor. This process should be documented and the employee should not attempt to guess how to complete any task until the hazardous condition is corrected.
- 4. Wearing the proper personal protective equipment (PPE):** While it is an employer's responsibility to provide employees with PPE, it is the employee's responsibility to wear, use and inspect the PPE daily. If PPE is not provided or sub-standard, employees must notify their supervisor immediately.
- 5. Co-operate with the JHSC and WorkSafeNB's health and safety officers:** While the legal standard allows for a company to operate without third party intervention (the Internal Responsibility System), there may be times when a recommendation from an outside enforcement agency (WorkSafeNB) or a company's JHSC is warranted. If this happens, it is the employee's responsibility to co-operate with WorkSafeNB's recommendation for the purpose of protecting themselves and the entire workforce.

## **EMPLOYEE RIGHTS IN NEW BRUNSWICK WORKPLACES**

Under New Brunswick legislation, all employees are entitled to three fundamental rights:

### **1. The right to know**

All employees have the right to receive the training needed to do their job safely and must be informed of:

- Workplace hazards identified through orientation, day-to-day operations, entire facility inspections, daily pre-use inspections of tools, equipment and machinery, reporting mechanisms for sub-standard working conditions, communications standards for people working alone and the process for correcting substandard conditions.
- Safe work policies, procedures and codes of practice, as outlined by both the legislation and the internal company standards.
- Emergency procedures, emergency evacuation, first aid legislation and first aid procedures, accident reporting and investigation procedures.

If at any time employees are unsure about tasks they must complete or are concerned about their safety, they must communicate this to their supervisors.

### **2. The right to participate in health and safety initiatives**

All employees have the right to participate in resolving health and safety concerns and in identifying and controlling workplace hazards. An effective mechanism to address health and safety concerns is through a company's JHSC. In fixed workplaces with 20 or more employees, JHSCs are formed to help address the workplace's health and safety concerns and to brainstorm possible resolutions.

### **3. The right to refuse dangerous work**

All employees have the right to refuse work they believe may be dangerous to their health or safety, or to that of others. Employees who are not issued nor have proper and adequate personal protective equipment, on-the-job-training, clear understanding of their job procedures or are placed in a hazardous workplace situation (working alone without a communication procedure, for example) can exercise their legal right to refuse the task at hand. The process outlined in the *OHS Act* (sections 19-23) for the right to refuse is:

**Step 1:** The employee must immediately report the condition or situation of concern to their supervisor.

**Step 2:** If after reporting the concern to their supervisor and it is not addressed and resolved, the employee is to report the concern to the company's JHSC. If it is resolved, the employee must return to work.



**Step 3:** If after the employee reports a concern to both their supervisor and the JHSC and it is not resolved, the employee must contact WorkSafeNB and explain the situation. The employee must remain at the workplace, however, until their shift has ended and they may only return to the task in question when the situation is no longer dangerous.

At all times during a work refusal process, employees are **strongly** encouraged to document their concerns regarding the dangerous situation or condition, persons they have spoken to, and the outcome of any conversations. A template of this document can be found in the appendix.

**Anglophone East School District has a Right to Refuse Procedure and the forms and information are available from the Human Resources Department or your Principal/Supervisor.**

## **HEALTH & SAFETY PROCEDURES AND CODES OF PRACTICE RELATED TO THE EMPLOYEE'S ASSIGNED JOB TASKS**

**All employers, regardless of company or industry, must develop workplace procedures and codes of practice related to an employee's job tasks. What does this mean? Why do you need procedures and codes of practice? How do you start?**

### **WHAT IS A CODE OF PRACTICE?**

A code of practice is a documented set of rules that outlines to employees how, when working in hazardous situations or environments, to safely conduct themselves so that all workers are protected. It is a detailed procedure for specified circumstances that must be posted in the workplace.

Your immediate supervisor will orientate you to your workplace and:

#### 1. Identify:

- The hazardous substances and situations that may be encountered.
- A description of the hazards.
- The possible effects on health or safety.

2. Identify the person or persons at risk from the hazardous substances and situations.

3. Identify the person or persons responsible for implementing the code of practice.



4. The time, day, event, etc. before, during, or after which the code of practice might be applicable.
5. The location or locations where the code of practice might apply (for example, all ceilings throughout the building or the tank of the delivery truck in the yard).
6. The methods and equipment to be used to ensure the health and safety of any employee at risk.
7. Emergency procedures and equipment that might be required in case any of the regular procedures or equipment fails.

## **FIRST AID AND REPORTING ILLNESSES & INJURIES**

*Under the First Aid Regulation (2004-130), employers are responsible to establish, maintain and visibly post all information regarding adequate first aid supplies, providers, equipment and facilities in the event of a workplace injury.*

**All work locations in Anglophone East have designated First Aid areas and the names of the providers of First Aid is posted on the WorksafeNB Board.**

## **ACCIDENT/INCIDENT REPORTING PROCEDURES**

### **WHAT IS AN ACCIDENT?**

*The term "accident" may be defined in a variety of ways. Traditionally, accidents are considered to involve people, not property, unless there has been a major catastrophe. For example, we often hear of "industrial accidents" when there has been a fire or explosion. A "mining accident" typically means that there has been a cave-in and people are trapped. The term "accident" is also used when motor vehicles are involved (car accident). Some companies distinguish between the terms "accidents" and "incidents". Employers have responsibilities under BOTH the WC Act and the OHS Act when accidents/incidents happen in the workplace.*

**ANGLOPHONE EAST SCHOOL DISTRICT**  
**Instructions for Reporting Injuries and Illnesses**

- All employees (permanent and casual) are required to notify administration of any accident before leaving the premises.
- If you seek medical attention, advise your health care provider that it is a workplace injury.
- Fill in a Form 67. To file a claim you must complete and sign this form.

➤ **What to do in the event of an incident:**

- Make sure you get the appropriate medical attention you need and report the incident to your principal/supervisor **IMMEDIATELY**.
  
- Immediately call 1-800-222-9775 to report the following incidents:
  - Any accidental explosion or exposure to a biological, chemical, or physical agent, whether or not a person is injured
  - Any catastrophic event or equipment failure that results or could have resulted in an injury
  - Worker admission to a hospital facility as an in-patient
  - A loss of consciousness
  - Burns requiring medical attention beyond first aid treatment
  - Fractures (other than to fingers or toes)
  - Loss of vision in one or both eyes
  - Deep lacerations requiring medical attention beyond first aid treatment
  - Amputations
  - Fatalities

- As soon as possible (must be within 3 days)– fill out a WorkSafeNB “**REPORT OF ACCIDENT OR OCCUPATIONAL DISEASE**” Form 67 (form is available at all work locations from the Main Office) by following the directions below:

Fill out your personal information on the top of page one and make sure you include your SIN number. The company name and address should be as follows:

- Company Name: Anglophone East School District
- Contact Person: Jacqui Eadle
- Mailing Address: 1077 St. George Blvd. Moncton, NB
- Postal Code: E1E 4C9
- Telephone No: 869-6137
- Fax No.: 858-3224



- Part 1 should include all the details of the incident. (must put the time accident happened and what time it was reported).
- **Question 8** – If you have seen a doctor please put the name of the doctor and Facility where you saw him/her and the date.
- **Do not forget** to complete **question #9** indicating if time has been lost – forms cannot be sent in without that information. If yes to #9 then go to question 10
- You should also complete **question #10** on Part II of the form indicating what **your last day of work (if time is lost)** was and then **sign at the bottom of Page 2 in section III.**
- **Please leave the other questions in Part II blank as these will be filled out by District Office staff.** (i.e. earnings information, etc.).
- Sign the form and have it faxed to District Office immediately. School will forward original by internal mail.

## **EMERGENCY PREPAREDNESS**

*It is an employee's right to know and the District's responsibility to provide regular, current and updated information on emergency planning in the workplace. All new employees must review and be trained in emergency preparedness and practice drills in emergency, crisis and lock down situations. Revision dates for each item should occur at least annually. It is the responsibility of Principal to ensure all employees review the emergency plan annually and make training provisions for employees who have not reviewed the plan within at least one year of their previous training date.*

**All work locations in Anglophone East have a Crisis Plan. It is your responsibility to ensure that you are aware of the Plan for each location that you work at.**

## **PERSONAL PROTECTIVE EQUIPMENT**

### **What is PPE?**

*Personal protective equipment (PPE) is an essential safety component of an employee's tasks when there is likelihood that an individual may become injured as a result of an exposure or where a physical, chemical, electrical or biological hazard exists. PPE is designed to protect the employee from potential harm and is required by workplace legislation. It is a control mechanism for an identified hazard; it only protects*



*the user and it does not remove the hazard from the workplace nor protect other workers in that workplace.*

**Is PPE mandatory?**

*Under paragraph 8.2(4)(h) of the OHS Act, employers must provide 'new employees' with orientation on the PPE requirements of their job tasks. In addition, under paragraph 9(d) of the OHS Act, all employers are required to provide employees with proper PPE as required by the Act and monitor the employees' use of PPE. Employees, as outlined under paragraph 12(d) of the Act, are required to wear and use the PPE as required by regulation and make known to employers the existence of any hazards [paragraph 12(c)].*

*Management should have a PPE policy that directs both supervisors and the employees to inspect, use, replace, purchase and maintain in good working order, all PPE required by both legislative standards and best practice standards. (See Appendix E, page 53)*

**Your supervisor will review and orientate you on any PPE that is appropriate for your specific job.**

# Appendix

## H



**REPORT OF ACCIDENT OR OCCUPATIONAL DISEASE**  
**RAPPORT SUR L'ACCIDENT OU LA MALADIE PROFESSIONNELLE**

Claim Number / N° de réclamation

THIS REPORT MUST BE SUBMITTED WITHIN THREE (3) DAYS AFTER THE ACCIDENT.  
 CE RAPPORT DOIT ÊTRE ENVOYÉ À TRAVAIL SÉCURITAIRE NB DANS UN DÉLAI DE TROIS (3) JOURS APRÈS UN ACCIDENT.

Please FAX this form TOLL-FREE IMMEDIATELY to:  
 Veuillez TÉLÉCOPIER ce formulaire IMMÉDIATEMENT, SANS FRAIS au :

**1 888 629-4722**

Last Name / Nom de famille \_\_\_\_\_ Given Name / Prénom(s) \_\_\_\_\_ Sex / Sexe  M  F

Street Address or PO Box / Numéro et rue ou case postale \_\_\_\_\_ Apt # / N° d'app. \_\_\_\_\_ City/Town / Ville / Village \_\_\_\_\_

Postal Code / Code postal \_\_\_\_\_ Telephone No. / N° de téléphone \_\_\_\_\_ Date of Birth / Date de naissance \_\_\_\_\_ Y / A M / M D / J

Social Insurance No. / N° d'assurance sociale \_\_\_\_\_ Medicare No. / N° d'assurance-maladie \_\_\_\_\_ Occupation / Profession \_\_\_\_\_

Company Name / Nom de l'entreprise \_\_\_\_\_ Contact Person / Personne-ressource \_\_\_\_\_

Street Address or PO Box / Numéro et rue ou case postale \_\_\_\_\_ City/Town / Ville / Village \_\_\_\_\_

Postal Code / Code postal \_\_\_\_\_ Telephone No. / N° de téléphone \_\_\_\_\_ Fax No. / N° de télécopieur \_\_\_\_\_

Employer No. / N° de l'employeur \_\_\_\_\_ Operation No. / N° d'activité \_\_\_\_\_

**PART I**

**PARTIE I**

1. Date of accident / Date de l'accident \_\_\_\_\_, 20\_\_\_\_ Time / Heure \_\_\_\_\_  am  pm OR / OU Exposure dates for occupational disease or injury over time / Dates d'exposition provoquant la maladie professionnelle ou la blessure From / Du \_\_\_\_\_, 20\_\_\_\_ To / Au \_\_\_\_\_, 20\_\_\_\_

2. Date reported to employer / Date que l'accident a été signalé à l'employeur \_\_\_\_\_, 20\_\_\_\_ Time / Heure \_\_\_\_\_  am  pm

3. To whom reported / Nom de la personne à qui l'accident a été signalé \_\_\_\_\_ Position / Poste occupé \_\_\_\_\_

4. Part(s) of body injured (specify left/right) / Partie(s) atteinte(s) du corps (précisez le côté : gauche ou droit) \_\_\_\_\_

5. Address or location of accident (if different than above) / Adresse ou lieu de l'accident (si le lieu diffère de celui mentionné ci-dessus) \_\_\_\_\_

6. Describe the accident in as much detail as possible. Use separate sheet if necessary. / Décrivez en détail l'accident. Utilisez une autre feuille au besoin.

7. Name(s) of witness(es) (if any) / Nom(s) du (des) témoin(s) (s'il en est) \_\_\_\_\_

8. Name of first doctor seen / Nom du premier médecin consulté \_\_\_\_\_ Facility / Établissement de soins \_\_\_\_\_  
 Date \_\_\_\_\_, 20\_\_\_\_

9. Has the worker missed any time from work beyond the day of accident due to this injury? / Le travailleur s'est-il absenté du travail après le jour de l'accident en raison de cette blessure?  Yes / Oui  No / Non

If "Yes", complete parts II and III. If "No", complete part III only.

Si vous avez répondu « oui », remplissez les parties II et III. Si vous avez répondu « non », remplissez la partie III seulement.



**PART II**  
To be completed by employer

**PARTIE II**  
À remplir par l'employeur

Claim Number / N° de réclamation

10. Date last worked \_\_\_\_\_, 20\_\_\_\_ Time \_\_\_\_\_  am \_\_\_\_\_ Number of hours paid for that day \_\_\_\_\_  
Date de l'arrêt de travail \_\_\_\_\_, 20\_\_\_\_ Heure \_\_\_\_\_  pm \_\_\_\_\_ Nombre d'heures payées pour cette journée \_\_\_\_\_
11. Has the worker returned to work?  Yes / Oui \_\_\_\_\_ If yes, when? \_\_\_\_\_, 20\_\_\_\_  
Le travailleur a-t-il repris le travail?  No / Non \_\_\_\_\_ Si vous avez répondu « oui », quand? \_\_\_\_\_, 20\_\_\_\_
- If only temporarily, give dates \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Si c'était temporaire, indiquez les dates. Du \_\_\_\_\_, 20\_\_\_\_ Au \_\_\_\_\_, 20\_\_\_\_
12. Date of hire \_\_\_\_\_  
Date d'entrée en service \_\_\_\_\_
13. Is the worker a subcontractor?  Yes / Oui \_\_\_\_\_ An owner/operator?  Yes / Oui \_\_\_\_\_ A piece worker?  Yes / Oui \_\_\_\_\_  
Le travailleur est-il un sous-traitant?  No / Non \_\_\_\_\_ Un propriétaire / opérateur?  No / Non \_\_\_\_\_ Payé à la pièce?  No / Non \_\_\_\_\_
14. Worker's type of employment  Permanent full-time \_\_\_\_\_  Permanent part-time \_\_\_\_\_  Seasonal \_\_\_\_\_  Casual \_\_\_\_\_  
Type d'emploi du travailleur  Permanent à temps plein \_\_\_\_\_ Permanent à temps partiel \_\_\_\_\_ Saisonnier \_\_\_\_\_ Occasionnel \_\_\_\_\_
- If seasonal or casual, date commenced \_\_\_\_\_ Expected date of termination \_\_\_\_\_  
Si le poste est saisonnier ou occasionnel, date du début de l'emploi \_\_\_\_\_, 20\_\_\_\_ Date prévue de la cessation \_\_\_\_\_, 20\_\_\_\_
15. Gross earnings for the 12 months immediately prior to work stoppage \_\_\_\_\_  
Gains bruts des 12 mois précédant immédiatement l'arrêt de travail \$ \_\_\_\_\_
- OR / OU
- If employed less than 12 months, gross earnings for period prior to work stoppage \_\_\_\_\_  
Si le travailleur est employé moins de 12 mois, gains bruts pour la période précédant l'arrêt de travail \$ \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Du \_\_\_\_\_ Au \_\_\_\_\_
16. a) Gross weekly earnings (including overtime). If varies, provide average of last 4 weeks \_\_\_\_\_  
Gains hebdomadaires bruts (y compris les heures supplémentaires). S'ils varient, indiquez la moyenne des 4 dernières semaines. \$ \_\_\_\_\_ Hourly rate \_\_\_\_\_  
Taux horaire \$ \_\_\_\_\_
- b) Average number of hours per day \_\_\_\_\_ Average number of days per week \_\_\_\_\_  
Moyenne du nombre d'heures par jour \_\_\_\_\_ Moyenne du nombre de jours par semaine \_\_\_\_\_
17. Does the Worker have Married Exemption on their TD1?  Yes / Oui \_\_\_\_\_  
Le travailleur a-t-il l'exemption de marié sur son formulaire TD1?  No / Non \_\_\_\_\_
18. Will the employer be issuing any payment to the worker (e.g. vac, stat, sick)?  No \_\_\_\_\_  Yes (Specify) \_\_\_\_\_  
L'employeur émettra-t-il des paiements au travailleur (par exemple, vacances, jours fériés, congés de maladie)?  Non \_\_\_\_\_  Oui (Précisez) \_\_\_\_\_

**PART III**

**PARTIE III**

**WORKER / TRAVAILLEUR**

I declare that I have read the DECLARATION AND RELEASE outlined on the reverse side of this form and that all the information provided by me is true and correct to the best of my knowledge.  
Je déclare que j'ai lu la DÉCLARATION ET RENONCIATION qui figure au verso de ce formulaire et que tous les renseignements que j'ai fournis sont, à ma connaissance, véridiques et exacts.

Preferred language  English  French  
Langue préférée  Anglais  Français

Signature of Worker/Dependant \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_  
Signature du travailleur ou d'une personne à sa charge \_\_\_\_\_

**EMPLOYER / EMPLOYEUR**

I declare that all the information provided by me is true and correct to the best of my knowledge.  
Je déclare que tous les renseignements que j'ai fournis sont, à ma connaissance, véridiques et exacts.

Preferred language  English  French  
Langue préférée  Anglais  Français

I have objections to this claim being allowed and I have outlined my objections on a separate enclosure.  Yes / Oui \_\_\_\_\_  
Je m'oppose à cette réclamation et j'ai résumé mes objections sur une pièce jointe.  No / Non \_\_\_\_\_

Signature of Employer/Representative \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_  
Signature de l'employeur ou de son représentant \_\_\_\_\_

Please FAX this form TOLL-FREE to: 1 888 629-4722

Or mail to: WORKSAFE NB  
PO Box 160  
Saint John, NB E2L 3X9

Veuillez TÉLÉCOPIER ce formulaire SANS FRAIS au: 1 888 629-4722

Ou l'envoyer à l'adresse suivante: TRAVAIL SÉCURITAIRE NB  
Case postale 160  
Saint John, NB E2L 3X9

If you have any questions or require assistance in completing this form, please telephone toll-free: 1 800 222-9775  
Si vous avez des questions ou avez besoin d'aide pour remplir ce formulaire, veuillez composer sans frais le :



## OBJECTIONS TO THE CLAIM OBJECTIONS À LA RÉCLAMATION

This form must be signed by both Employer and Worker. If an employer wishes to object to an accident, *Form 67* must still be completed, signed and returned to WorkSafeNB. Objections may be filed at the same time as the form, but on a separate enclosure. If a worker is not in agreement with the information provided by the employer, an objection may be filed on a separate enclosure. Note: A separate *Form 67* may also be used by the worker or employer to convey any disagreement with the accident report.

L'employeur et le travailleur doivent signer ce formulaire. Si un employeur désire s'opposer à un accident, le *Formulaire 67* doit quand même être rempli, signé et retourné à Travail sécuritaire NB. Les objections peuvent être envoyées avec le formulaire, mais sur une pièce jointe. Si un travailleur n'est pas d'accord avec les renseignements fournis par l'employeur, il peut envoyer une objection sur une pièce jointe. Remarque : Le travailleur ou l'employeur peut également utiliser un autre *Formulaire 67* pour communiquer tout désaccord au sujet du rapport sur l'accident.

## DECLARATION AND RELEASE DÉCLARATION ET RENONCIATION

I certify that the information given on this form is true and correct. I understand that I must notify WorkSafeNB immediately of any work-related income received while on compensation, regardless of the source, and of a return to work or any other change in circumstances that may affect this claim.

Je certifie que les renseignements fournis dans ce formulaire sont véridiques et exacts. Je comprends que je dois aviser immédiatement Travail sécuritaire NB de tout revenu lié à mon emploi touché pendant la période d'indemnisation, quelle qu'en soit la source, d'une reprise du travail ou de tout autre changement de circonstances susceptibles de modifier cette réclamation.

I consent and authorize WorkSafeNB to obtain any pertinent medical records of examination or treatment as well as any information related to income for the administration of this claim. Further, I consent and authorize WorkSafeNB to release or disclose information from this claim, including medical and financial information, as authorized by legislation and in accordance with the *Protection of Personal Information Act* and the *Personal Information Protection and Electronic Documents Act*. I also consent to and agree that any physician or other medical service provider may provide any medical information related to my workers' compensation claim to WorkSafeNB, and may provide any information related to my ability to return to work to WorkSafeNB or my employer.

J'autorise Travail sécuritaire NB à obtenir tous les renseignements médicaux pertinents ainsi que tous les renseignements liés à mon revenu aux fins de l'administration de cette réclamation. J'autorise également Travail sécuritaire NB à divulguer des renseignements relatifs à cette réclamation, y compris des renseignements médicaux et financiers, comme la loi le prévoit et conformément à la *Loi sur la protection des renseignements personnels* et à la *Loi sur la protection des renseignements personnels et les documents électroniques*. Je consens également à ce que tout médecin ou autre fournisseur de services médicaux transmette des renseignements médicaux concernant ma réclamation d'indemnisation à Travail sécuritaire NB ainsi que des renseignements concernant ma capacité de reprendre le travail à Travail sécuritaire NB ou à mon employeur.

## DUTY TO ACCOMMODATE OBLIGATION DE PROCÉDER À UNE ADAPTATION RAISONNABLE

WorkSafeNB wishes to make you aware that employers have a legal obligation to make every reasonable effort, short of undue hardship, to accommodate an employee with a temporary or permanent disability resulting from a work-related accident. These obligations are both statutory and constitutional and must be complied with.

Travail sécuritaire NB désire vous rappeler que les employeurs sont légalement tenus de faire tous les efforts raisonnables pour procéder à une adaptation raisonnable d'un employé atteint d'une invalidité temporaire ou permanente par suite d'un accident du travail, sauf si cela n'entraînerait des difficultés indues. Ces obligations réglementaires et constitutionnelles doivent être respectées.

Injured workers and unions also have a responsibility to co-operate as well. Duty to accommodate encompasses not only the duties of the pre-accident job but also to possible modifications of the job to suit the particular needs of the injured worker.

Les travailleurs blessés et les syndicats ont également la responsabilité de collaborer et de participer au processus. L'obligation de procéder à une adaptation raisonnable s'applique non seulement aux fonctions du poste que l'employé occupait avant son accident, mais également aux modifications possibles du poste afin de répondre aux besoins particuliers du travailleur blessé.

For further information, please contact WorkSafeNB.

Pour obtenir de plus amples renseignements, veuillez communiquer avec Travail sécuritaire NB.

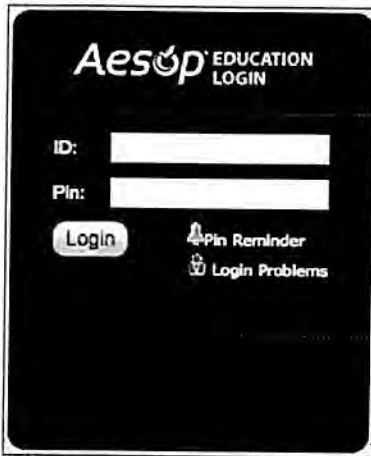
If the form has been faxed, it is not necessary to mail the original.  
Si le formulaire a été télécopié, il n'est pas nécessaire d'envoyer l'original.

# Appendix

## I



## Logging in on the Web



To log into Aesop, type [aesopcanada.com](http://aesopcanada.com) in your web browser's address bar.

Enter your ID number and PIN; then, click **Login**.

### Can't remember your login info?

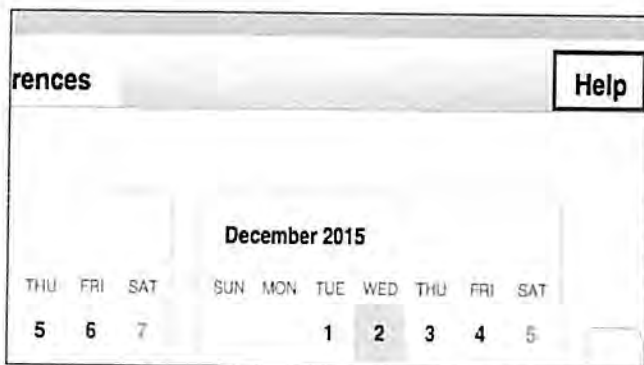
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

## Finding Available Jobs

Aesop makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.



## Getting Help and Training

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center to search Aesop's knowledge base of help and training materials.

## Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### When You Call Aesop

To call Aesop, dial **1-877-264-6562**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling Aesop, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

**Note:** When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs – **Press 1**
- Prevent Aesop from calling again today – **Press 2**
- Prevent Aesop from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details, and you will have the opportunity to accept or reject the job.