



VANCOUVER ISLAND WEST
School District 84

MEMORANDUM

TO: New and Existing Employees

FROM: Human Resources Department

RE: **Online Training: Awareness and Prevention of Harassment**

As an employee of Vancouver Island West School District 84, you are required to be trained in harassment awareness and prevention. This online training is available to you when you want and where you want – all you need is a computer with sound, an Internet connection, a current web browser, and Adobe Flash Player installed (free to download from Adobe).

The program will provide you with a better understanding of what harassment is, what actions and behaviours might be considered harassment, and what you can do if you feel you've been harassed. This one-hour program (which does not have to be completed all at once) covers key harassment legislation and policy; it also includes sample scenarios as well as a simulated harassment case in video format. The program is in five units:

Unit 1: Understanding Harassment: *In this unit personal and sexual harassment are defined, as per the Provincial Collective Agreement between the BC Public School Employers' Association and the BC Teachers' Federation. Several different examples of harassment in the workplace are provided.*

Unit 2: Identifying Harassment: *In this unit harassment is examined in more detail. You are introduced to Nancy and Joe through videos of the ongoing conflict between them. You will decide for yourself whether this fits the definition for harassment covered in the Collective Agreement.*

Unit 3: The Impact of Harassment: *In this unit you will learn about the negative impact harassment can have on individuals in the workplace. You will discover how the dispute covered in Unit 2 has affected Joe, Nancy and others in the school.*

Unit 4: Dealing with Harassment: *In this unit you will learn about the informal and formal procedures for dealing with harassment complaints in the workplace.*

Unit 5: Summary and Completion: *In this final unit you will complete a short summary quiz, then receive your Completion Certificate.*

In addition to these five units *There are tips for navigating the course, a glossary, key points (summary sheets), and a list of other web resources for more information.*

Upon successful completion of the course, the program provides a Certificate of Completion. Please print it out, fill in your name and date, and forward it to the School Board Office for verification and placement in your personnel file.

There is no cost to you to take this course. For further information, please visit <http://bb.eservicebc.ca>. To register, please contact Annie James in the School Board Office at 250-283-2241 or ajames@viw.sd84.bc.ca.