

Quick Reference Guide

Your Rights at a Glance

Every educator has the right to:

- Work in an environment free from violence and harassment.
- Be treated with dignity and respect.
- Report concerns without fear of reprisal.
- Have reports taken seriously and investigated.
- Know the workplace policies and reporting procedures.
- Receive information and training about workplace violence and harassment.
- Refuse unsafe work when the legal requirements are met.

What Should I Do After an Incident?

Step 1: Make sure everyone is safe.

If anyone is injured or in immediate danger, seek emergency assistance.

Step 2: Report the incident.

Follow your school's reporting procedures as soon as possible.

Step 3: Document what happened.

Record:

- Date and time
- Location
- Who was involved
- What happened
- Any witnesses
- Any injuries or damage

Write down the facts while they are fresh in your mind.

Step 4: Seek medical attention if needed.

Even minor injuries or emotional distress should be assessed if necessary.

Step 5: Access support.

Talk to your principal, union representative and/or KII.



What Counts as Workplace Violence?

Workplace violence may include:

- Hitting
- Kicking
- Biting
- Punching
- Spitting
- Throwing objects
- Pushing or shoving
- Physical restraint
- Attempts to physically assault someone

Violence can come from:

- Students
- Parents or guardians
- Visitors
- Coworkers
- Supervisors
- Members of the public

Violence does not have to cause an injury to be taken seriously.

What Counts as Harassment?

Harassment may include:

- Bullying
- Intimidation
- Threats
- Humiliation
- Yelling
- Offensive comments
- Racist or discriminatory remarks
- Sexual harassment
- Abuse of authority
- Repeated unwanted behaviour

One serious incident may also be considered harassment.

What counts as cyberbullying or online harassment?

Online harassment may include:

- Abusive emails, text messages, or direct messages.
- Threatening or intimidating social media posts.
- Creating or distributing AI-generated sexually explicit images.

- Sharing rumours, personal information, or humiliating content online.
- Harassing comments during virtual meetings or school communication platforms.

Harassment is not limited to face-to-face interactions.

What Is My Employer Responsible For?

Your employer is responsible for taking reasonable steps to keep workers safe.

This includes:

- Having written violence and harassment policies.
- Assessing workplace risks.
- Reviewing policies regularly.
- Providing information and training.
- Investigating concerns.
- Taking action to stop violence or harassment.
- Working to prevent future incidents.

Documentation Checklist

After an incident, record:

- Date
- Time
- Location
- What happened
- Who was involved
- Witnesses
- Injuries
- Property damage
- Actions taken
- Who was notified
- Follow-up required
- Photos of injuries/physical damages to surroundings

Accurate documentation can help ensure appropriate follow-up and improve workplace safety.

Can I Refuse Unsafe Work?

Workers may have the right to refuse unsafe work when workplace violence or harassment creates a serious risk to their health or safety.

If you believe your work is unsafe:

1. Tell your principal/supervisor/ employer immediately.
2. Contact MTS.
3. Follow your workplace reporting procedures.
4. Document your concerns.
5. Follow Manitoba's workplace safety process.