



Workplace Respect Policy No. 13.129

District of Lake Country
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Date

The following was approved as an Administrative Policy on March 28, 2013.

Purpose

The District of Lake Country (“District”) is committed to creating and maintaining a professional and positive working environment, free from damaging conflict and harassment, where behaviour reflects mutual respect. This Policy supports the dignity, self-esteem and contribution of all employees.

We believe in a proactive approach to workplace respect and are committed to providing employees with a healthy and safe workplace, free from physical or psychological bullying, harassment and violence.

Policy

All employees have the right to enjoy good working relationships with each other and with management. To support the objective of providing all employees with a healthy, safe workplace, no employee shall cause or participate in disrespectful or violent actions in the workplace. It is the responsibility of directors, managers, supervisors and all employees to take preventative action to ensure that risks to individual’s health and safety due to violations of respect are reported and eliminated. The District will ensure that all employee complaints of such treatment are investigated in a discreet and confidential manner and resolved in a timely fashion.

Violations of respect will be investigated and if substantiated will be dealt with seriously. Violations of respect will not be tolerated and appropriate performance management action, up to and including termination will be implemented.

Definitions

We believe in a positive and proactive approach to workplace respect and are committed to educating our entire organization on what constitutes a respectful, healthy and safe working environment through our Workplace Respect Program. The following definitions help outline the behaviours that are considered unacceptable under this policy:

“**bullying**” is physical or verbal intimidation that is deliberate, repeated and severe enough to harm the targeted person’s health, safety or ability to do their job.

“harassment” is when a worker is subjected to unwelcome verbal or physical conduct because of a personal characteristic or attribute. This includes remarks or actions based on the race, colour, religion, gender, sexual orientation, marital or family status, physical characteristics, disability, age, nationality, ancestry, or place of origin of an employee or group of employees. Harassment may lead to a real or perceived threat to the health, safety or well-being of an employee or create an intimidating, hostile, or poisoned work environment.

“workplace violence” is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. These acts include threats, menacing or threatening behaviour, and all types of physical or verbal assaults.

Procedures

- An employee who believes he/she has been subject to any form of disrespectful action is encouraged to firmly and clearly make known to the offending individual that their behaviour is deemed to be disrespectful, and insist that the offending behaviour stop.
- If an employee cannot confront the behaviour individually, he/she is encouraged to speak directly with the immediate manager, supervisor, human resources representative, or department director.
- An employee who believes he/she is subject to disrespect by his/her immediate manager, supervisor may address his/her concerns directly to the Human Resources and Safety Advisor.
- Upon receipt of a complaint of a disrespectful action, a director, manager, or supervisor will consult with the Human Resources and Safety Advisory to conduct a confidential investigation.
- The identity of the complainant and that of the individual alleged to have committed an act of disrespect, will not be disclosed without their knowledge, and only when required to fully investigate the complaint.
- Retaliation against anyone making a complaint or raising an issue will not be tolerated.
- In order to resolve the complaint, the Human Resources and Safety Advisory will make recommendations to the appropriate manager, supervisor or department director as to the corrective action necessary to rectify the situation and prevent any recurrence. This recommendation will be in accordance with the Coaching & Progressive Discipline Policy. It will be the responsibility of the director, manager, supervisor to ensure the required actions are taken.

The achievement and preservation of a respectful workplace at the District requires the commitment of all employees.

Original signed by Alberto De Feo

Alberto De Feo, CAO

28.03.2013

Date

I have read and understood **Workplace Respect Policy No. 129**.

Employee Name (print)

Signature

Date