



POLICY MANUAL

POLICY NUMBER: CORPORATE-030

SUBJECT: RESPECTFUL WORKPLACE POLICY

POLICY STATEMENT: (Purpose/Objective)

The objective of this policy is to ensure members of the workplace community are aware of aspects of a respectful workplace and therefore carry out their duties in a manner that promotes safety and guards against risks or threats of violence to themselves and others.

This policy applies to all persons who are members the of City of Brantford (City) workplace community and individuals who interact with members of the City workplace, including all employees regardless of position and elected representatives in the context of their interactions and dealings with employees.

Policy Statement

All individuals who are part of the City workplace community share an obligation to promote safety and guard against risks or threats of violence to themselves and others. All participants in the workplace community are accountable for complying with this policy and all initiatives pertaining to the Respectful Workplace Policy and Standard.

Statement of Commitment

The City is committed to fostering a culture and providing a working environment in which we respect and protect the safety, health and wellness of all employees. All individuals in the community and workplace will act professionally and treat one another with courtesy and respect, as well as be responsible for conducting themselves in a manner that contributes to positive working relationships.

The City will take all reasonable steps to promote co-operative and productive relationships amongst its employees and other members of the workplace community. The City recognizes the potential for violence or threats of violence in connection with the workplace.

The City encourages all employees, volunteers, contractors or others associated with carrying out the business of the City to report all incidents of violence, harassment or bullying. Further the City commits to making every reasonable effort to identify all potential sources of violence and to eliminate or minimize these risks.

The City is committed to establishing and maintaining a working environment and workplace interactions consistent with the following:

- Provide staff an environment conducive to personal and professional growth, dignity and self-esteem;
- That all staff are treated with dignity and respect in the course of their workplace interactions;
- Promotes equality of treatment and equality of opportunity for all members of the City workplace community;
- Free from favoritism, bullying, or any abuse of power; and
- Free from any form of harassment or discrimination.

In our environment, there is no place for harassment or discrimination. Harassment includes practices prohibited under the *Ontario Human Rights Code* and *Occupational Health & Safety Act*. The City will not tolerate any form of harassment, bullying, discrimination or abuses of power inconsistent with the commitments made pursuant to this policy.

Policy Objectives

This Respectful Workplace Policy is directed at ensuring that all members of our workplace community experience an environment in which they are treated with dignity and respect, by accomplishing the following objectives:

- Preventing harassment (including personal harassment and bullying) and discrimination from occurring through greater awareness of and sensitivity;
- Providing the knowledge and empowerment to encourage, educate and enforce acceptable standards of conduct;
- Offering internal, impartial and efficient resolution and complaint procedures to support the early detection and resolution of harassment and discrimination;
- Providing all staff and managers with written, fair and consistent procedures for dealing with workplace harassment, discrimination and violence; and
- Ensuring members of the workplace community, including Joint Health & Safety (H&S) Committees and H&S Representatives are trained in and knowledgeable of the safety practices necessary to identify risks of

violence, implement prevention strategies and respond to violent incidents.

RELATED POLICY PROCEDURES/GUIDELINES:

Applicable Corporate Policies & Standards

HS Standard-026 – Respectful Workplace Program
 Corporate Policy-029 – Employee Code of Conduct
 Corporate Policy-039 – Workplace Security
 HS Standard-061 – Workplace Security

<p>Date of Enactment: June 22, 2009</p>	<p>Related By-law Number/Staff Report Number: 82-2009/L2009-006 60-2010/LO2010-002 95-2014 and 96-2014/LO2014-020 51-2016/CS2016-033</p>
<p>Review and Amendment Dates: May 2010 June 2010 (consolidation) August 2011 March 29, 2016 January 8, 2018</p>	<p>Department Responsible for Review: Human Resources Department Health & Safety Wellness Division</p>
<p>Date of Next Review: March 2017 January 1, 2019</p>	<p>Applicable Legislation/Legislative Authority: <i>Ontario Human Rights Code</i> <i>Occupational Health & Safety Act</i> <i>Workplace Safety and Insurance Act</i> <i>Accessibility for Ontarians with Disabilities Act.</i></p>