



Policy

Title: Respectful Workplace

Policy Statement:

The Board of Governors of Northern Lakes College is committed to ensuring that the inherent differences of the College community are met with respect and dignity and that the College's culture continues to provide the best possible environment for learning and working. Each person has the right to work and learn in a secure, supportive and professional environment that is free from workplace harassment and violence and that prohibits any discriminatory practices. The College is committed to eliminating or controlling the hazard of workplace harassment and the hazard of violence.

Approved: (Original copy by signed by Chair of the Board)
(Daniel Vandermeulen, Chair of the Board)

November 30, 2018
(Date)

Sponsorship: Human Resources

To Be Reviewed: November 2023

Review and Revision Date: October 9, 2018

First Approval Date: November 2018

Stakeholders Consulted Dates: (Policy Review Committee, October 9, 2018), (Employee Management Advisory Committee October 23, 2018)

Reference to other Documents:

Alberta Human Rights Act
Alberta Occupational Health and Safety Act and Code
Respectful Workplace Procedure
Code of Conduct (Employees and Board of Governors)

Definitions:

College Community includes employees, students, the Board of Governors, Community Education Committees, contractors, visitors and other individuals formally associated with Northern Lakes College.

Workplace Harassment as defined by the *Alberta Occupational Health and Safety Act* means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes

- (i) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the College or supervisor relating to the management and direction of employees or a work site is not workplace harassment.

Poisoned Environment is the result of any on-going behaviour that creates an offensive, embarrassing or humiliating work/learning environment that causes a person discomfort. Harassment does not include the legitimate exercise of supervisory authority.

Prohibited Grounds of Discrimination are: race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, and sexual orientation.

Violence, whether at a work site or work related as defined by the *Alberta Occupational Health and Safety Act* means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Purpose: Northern Lakes College recognizes its responsibility to deal efficiently, effectively and fairly with allegations of discrimination, workplace harassment and violence. The reporting of all incidents, regardless of who the potential offender may be, is encouraged.

Guidelines:

1. Persons who work for or act on behalf of the College and persons granted access to College services or sites are expected to take responsibility for their actions and treat one another with courtesy and respect.
2. This policy covers all College related activities and events on and off the College premises. It includes any activities relating to employment, studies, travel on business, telephone or computer usage.
3. The College will, when made aware that a member of the College community is, or is likely to be exposed to domestic violence at work, take reasonable precautions to protect the member and any other persons at the work site likely to be affected.
4. Northern Lakes College is committed to providing a complaint and resolution process that is fair, respectful and effective as outlined in the *Respectful Workplace Procedure*.
5. The College will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment and workplace violence in a fair, respectful and timely manner.

6. The College will respect the privacy of all concerned as much as possible. The College will not disclose the circumstances related to an incident of workplace harassment or workplace violence except where necessary to investigate the incident and to take corrective action, or as required by law.
7. Persons who instigate or contribute to harassment in the College will be subject to removal from the premises and subject to disciplinary action. In addition, the person may be subject to criminal penalties and personal legal action. The College will assist law enforcement in any criminal investigation.
8. The President will ensure that the intent and guidelines of this policy are communicated to the College Community. The College will ensure this policy and the supporting procedures are implemented and maintained.
9. The College Community must work in compliance with this policy and supporting procedures.
10. The College's *Respectful Workplace Procedure* will protect members of the College Community from retaliation and false accusations.
11. This policy is not intended to discourage any member of the college community from exercising their rights pursuant to any other law, including Alberta Human Rights.
12. The College will provide assistance through our confidential Employee Assistance program for any employees that are concerned about potential workplace violence and workplace harassment. This program also includes assistance regarding stress, maintaining relationships, challenges at work, parenting and childcare, caring for an older relative or health issues etc. This program is available 24 hours a day, 7 days a week.