



## Respectful Workplace Policy

### Purpose

The Green Teams of Canada (GTC) values health and wellbeing, and strives to create a work environment that is welcoming, safe, supportive, fair, and inclusive. GTC recognizes that there is a link between health issues and negative workplaces. The purpose of this policy is to establish practices, procedures, and expectations to promote a respectful workplace, and, therefore, avoid or promptly address work-related stress that could negatively impact health and wellbeing.

Everyone has the right to work in an environment that is respectful and a responsibility to treat everyone at work with consideration. All individuals associated with GTC are expected to act with integrity, professionalism, and compassion while conducting work. Bullying and harassment by individuals associated with GTC is unacceptable and is not tolerated by GTC.

### Scope

This policy applies equally to all persons associated with GTC, including:

- employees;
- the Board of Directors;
- volunteers;
- contractors; and,
- those involved with affiliated programs and agencies (e.g. Community Investment Partners), including students.

This policy applies to the workplace itself, and to work-related activities. It includes conduct that happens away from the workplace or after work hours, where those behaviours have a negative impact on the workplace. Both direct communications (i.e., in-person conversations, telephone conversations) and electronic communications (i.e., e-mail) are within the scope of this policy.

### Definitions

#### Complainant:

A person who brings a complaint regarding disrespectful behavior, including bullying and harassment.

#### Respectful Workplace:

A respectful workplace is a workplace free of bullying and harassment, including discrimination. A respectful workplace also includes the following key elements:

- promotion of health, wellbeing, and safety;

- inclusion of people with different backgrounds and opinions;
- clearly communicated expectations;
- individual accountability, where resolutions are sought constructively;
- continuous improvement; and,
- open communication.

#### Bullying and Harassment:

Bullying and harassment is any inappropriate conduct or comment by a person towards another that the person knew or reasonably ought to have known would cause the other to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or volunteers. Examples of conduct or comments that might constitute bullying and harassment include, but are not limited to:

- using physical force or aggression against another person;
- using words to verbally attack someone (derogatory name calling, insults);
- excluding someone;
- embarrassing, intimidating, spreading malicious rumours;
- degrading comments, jokes or gestures;
- deliberately interfering with another's work or sabotaging work;
- unwelcome romantic gestures or sexual advances;
- harmful hazing or initiation practices; and,
- vandalizing personal belongings.

Discrimination is any negative action against a person's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation or political affiliation, or any other protected ground of discrimination as defined by Section 11 of the *Canadian Human Rights Act*. Retaliation against individuals that speak up about or seek help about bullying and harassment is also considered a form of discrimination.

#### Reporting Contact:

Incidents or complaints of workplace bullying and harassment can be reported to the Executive Director or Vice Chair, as preferred by the complainant.

#### Work:

Work refers to anytime when staff or volunteers are expected to be performing their employment or volunteer duties.

#### Workplace:

The workplace is considered any place where GTC work or volunteer duties are conducted, including, but not limited to, GTC events, board meetings, and social gatherings.

## **Responsibilities**

The responsibility for building and maintaining a respectful workplace, which includes protecting the health and safety of others, is shared by everyone.

All GTC staff and volunteers are expected to:

- not engage in bullying and harassment
- treat others with dignity, respect, and compassion;
- participate in respectful workplace training;
- report if bullying and harassment is observed or experienced using the reporting procedures outlined in this policy;
- apply and comply with this policy and associated procedures; and,
- cooperate with and participate in any related investigation process as required.

Supervisory staff are expected to:

- ensure staff is provided with information about workplace behaviour;
- apply GTC's policies and procedures;
- monitor the workplace for bullying and harassment, and intervene promptly;
- work cooperatively to resolve workplace bullying and harassment; and,
- work towards restoring positive working relationships.

Staff responsible for leading GTC events are expected to:

- inform event participants of this policy, including that GTC does not tolerate bullying and harassment;
- request that any participant engaged in bullying and harassment leave the event; and,
- report any incidents of bullying and harassment observed or experienced during an event using the reporting procedures outlined in this policy.

The Reporting Contact is expected to:

- follow-up and respond promptly to bullying and harassment; and,
- act with sensitivity and confidentiality, and respect the privacy rights of all involved parties.

## **Reporting Procedure**

If a complaint cannot be resolved informally, a formal complaint may be made using this procedure.

### How to Report

Incidents or complaints of bullying and harassment can be reported verbally, or in writing using the Workplace Bullying and Harassment Complaint Form. Incidents or complaints should be reported to the Reporting Contact as defined in this policy. If reporting verbally, the Reporting Contact will fill out the form.

### When to Report

Incidents or complaints should be reported as soon as possible after experiencing or

witnessing an incident, so that the incident can be investigated and addressed promptly.

### Information to Include

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

### **Consequences**

Engaging in bullying or harassment, or retaliation may result in disciplinary action up to and including termination of employment.

### **Confidentiality**

Information collected and retained by GTC during the course of an investigation process is treated as confidential. Information may be required to be released by law including release required in court proceedings, arbitration or other local proceedings.

### **Review**

This policy shall be reviewed by the GTC Board annually, and updated where necessary.

### **Resources**

BC Human Rights Clinic: *Do I have a complaint?* Available at:

<https://bchrc.net/legal-information/do-i-have-a-complaint/>

Province of British Columbia: *Promote Respect in the Workplace.* Available at:

<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/working-with-others/promote-respect>

Province of British Columbia: *Words Matter: Guidelines on Using Inclusive Language in the Workplace.* Available at:

<https://www2.gov.bc.ca/assets/gov/careers/all-employees/working-with-others/words-matter.pdf>

Worksafe BC: *Bullying and Harassment Toolkit.* Available at:

<https://www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment/resource-tool-kit>

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