

ADMINISTRATIVE REGULATIONS

TITLE: MAINTAINING A RESPECTFUL WORKPLACE
CATEGORY: PERSONNEL
NUMBER: 2090

I. Rationale:

A. The Board of Education of School District No. 46 (Sunshine Coast) is committed to supporting the right of all employees to work in an environment free from bullying, harassment and discrimination.

II. Practices:

A. The following represents the District's expectations for maintaining a respectful workplace for all employees. Please note the list is not intended to be all-inclusive and may include other actions/intentions not specifically listed below.

1. All employees engaged in School District activities are to conduct themselves in a professional manner that is courteous, respectful of and responsive to the needs of others.

2. All employees are responsible for their actions and are accountable for the consequences. Employees are responsible for ensuring that their workplace conduct and communication with others (including electronic communication) is professional, fair and reasonable.

3. Employees need to be mindful of their conduct in the workplace at all times and refrain from unprofessional or disrespectful comments or actions including (but not limited to) the following:

- a) *An action by any person which humiliates, insults or degrades another person;*
- b) *Verbal abuse in any form, such as swearing at or displaying unnecessary shows of temper or anger toward another person;*
- c) *Physical abuse/intimidation or threats;*

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- d) *Making jokes or comments that a reasonable person would find offensive by spoken word, gestures, on paper, or through electronic communication;*
- e) *Spreading malicious rumours and gossip;*
- f) *Personal insults and name calling;*
- g) *Undermining or deliberately impeding a person's work;*
- h) *Intruding on a person's privacy by pestering, spying or stalking;*
- i) *Criticizing another person persistently or constantly;*
- j) *Tampering with a person's personal belongings or work equipment.*

4. Employees are expected to comply with the district's policies and procedures on bullying and harassment in the workplace. This includes:

- a) *Attempting to resolve interpersonal conflict with the individual. Ask yourself if the issue could be resolved by speaking directly with the person you are in conflict with;*
- b) *Asking for guidance from your supervisor, a member of the Harassment Awareness Team in your school or from a union representative when necessary;*
- c) *Not engaging in bullying or harassment of other workers, the employer or persons acting on behalf of the employer;*
- d) *Reporting if bullying or harassment is observed or experienced in the workplace to your supervisor or directly to the Human Resources Manager.*

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5. Being able to work in a harmonious, harassment free workplace requires effort from everyone – workers and managers alike. Here are a few simple guidelines to help create and maintain a respectful workplace:

- a) *Be polite, courteous and respectful to others;*
- b) *Treat others equitably and fairly;*
- c) *Listen to what others have to say and be open to hearing people's ideas, comments and suggestions;*
- d) *Recognize the value and diversity of others;*
- e) *Refrain from engaging in workplace gossip.*

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References: Board Policy 1.3 (iii), 11.5, 11.6