

TITLE: RESPECTFUL WORKPLACE

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1.0 OBJECTIVE

To encourage and provide a workplace in which all Ottawa-Carleton District School Board employees are treated with respect and dignity.

2.0 DEFINITIONS

2.1 **Workplace** means the office or school where the individual is customarily employed, and includes all other places which result from employment responsibilities or employment relationships, including Board or committee meetings, locations at work-related social functions, work assignments outside the office/school, field trips, work-related conferences or training sessions, and work-related travel.

2.2 **Appropriate Behaviour** means behaviour that supports and creates a respectful workplace such as, but not limited to:

- a) being polite and courteous;
- b) treating others equitably and fairly;
- c) accepting responsibility for actions, reactions, and behaviours that impact others;
- d) respecting the differences in people and their ideas and opinions;
- e) respecting the rights of others;
- f) showing proper care and regard for District property and for the property of others; and
- g) demonstrating honesty and integrity.

2.3 **Inappropriate/Disrespectful Behaviour** among employees means behaviour that is or ought reasonably to be known to be objectionable and/or unwelcome to an individual, or group, which diminishes the dignity of any person(s) and can create a poisoned or hostile work environment. Examples of inappropriate/disrespectful behaviour include, but are not limited to:

- a) written or verbal comments, actions, gestures, behaviours or 'jokes' which would reasonably be perceived as unwelcome, humiliating, offensive, hurtful, or belittling;
- b) bullying or intimidating behaviour;
- c) abuse of authority;
- d) yelling, shouting, screaming, or swearing;
- e) deliberately excluding or isolating a person from relevant work activities or decision-making;

- f) stereotyping or making inappropriate assumptions about an individual based on an individual's personal qualities, characteristics or role; and
 - g) devaluing or trivializing a person's successes, contributions or concerns.
- 2.4 **Bullying**, including cyber bullying, means persistent, offensive, and abusive, intimidating or insulting behaviour, abuse of power and/or unfair punitive sanctions which makes the recipient feel upset, threatened, humiliated and/or vulnerable, which undermines the recipient's self-confidence and/or reduces the recipient's feelings of self-esteem and self-worth and/or which may cause the recipient to suffer undue stress.
- 2.5 **Poisoned work environment** means a work environment or atmosphere where inappropriate/disrespectful behaviour has an adverse impact on an individual or a group, that may include psychological or physiological harm, feelings of intimidation, impaired job performance, reduced job satisfaction, increased absenteeism and/or turnover. The offending behaviour does not need to be directed at an individual. A poisoned work environment may result from a series of events or a serious, single remark or action.
- 2.6 **Inappropriate/Disrespectful Behaviour** does not include:
- a) the reasonable and appropriate exercise of supervisory responsibilities, including training, direction, instruction, performance appraisal, and discipline; or
 - b) acceptable and appropriate social interaction, good-natured and appropriate humour or joking in the workplace.

3.0 POLICY

- 3.1 The Ottawa-Carleton District School Board is committed to providing a workplace in which all individuals are treated with respect and dignity. To that end, appropriate behaviour is expected and encouraged and is characterized by the following:
- a) working collegially with others to improve student achievement;
 - b) exhibiting the highest standard of professional behaviour;
 - c) creating an environment where all staff feel supported and empowered; and
 - d) fostering a supportive work and learning culture that values diversity and inclusion, fosters respect, and does not tolerate prejudice, discrimination, harassment and/or bullying.
- 3.2 This policy shall apply to all employees of the District and to trustees, parents, members of consultative committees, volunteers, permit holders, facility users, contractors, and employees of other organizations who work on or are invited onto District premises in the course of their interactions with employees.
- 3.3 The Board expects each employee to be responsible for contributing to a respectful workplace.
- 3.4 The Board expects that all employees will attempt to resolve issues as a result of friction, conflict, or disagreement in a respectful and professional manner that contributes to a healthy and productive workplace.
- 3.5 Where a conflict arises between employees, opportunities for resolution should be sought, or may be presented, by the parties to the conflict in order to resolve the matter.

As such, the parties are expected to be open to solutions to the conflict at any time throughout the process.

4.0 SPECIFIC DIRECTIVES

- 4.1 The Director of Education is responsible for ensuring that all Board employees and trustees, parents, members of consultative committees, volunteers, permit holders, facility users, contractors, and employees of other organizations who work on or are invited onto District premises are made aware of:
- a) the existence of this policy and the issues addressed herein;
 - b) the existence of supporting procedures issued under this policy; and
 - c) the Board's support for ongoing training and awareness initiatives for staff which are designed to promote awareness of and sensitivity to potential inappropriate/disrespectful behaviour and to promote a respectful work and learning environment.
- 4.2 The Director of Education is authorized to issue such procedures as may be necessary to support this policy.
- 4.3 Discriminatory behaviour prohibited under the Ontario Human Rights Code is addressed in Policy P.053.HR and Procedure PR.541.HR.
- 4.4 Alleged inappropriate conduct towards a student is addressed under Procedure PR.542.HR.
- 4.5 Board Member Code of Ethics is addressed under Policy P.073.GOV.
- 4.6 Standards of behaviour that apply to all individuals involved in the system are defined in policy P.125.SCO School Board Code of Conduct.

5.0 REFERENCE DOCUMENTS

Board Policy P.103.HR:	Alleged Employee Misconduct Towards a Student
Board Policy P.053:HR	Alleged Harassment
Board Policy P.073.GOV	Board Member Code of Ethics
Board Policy P.125.SCO	School Board Code of Conduct
Board Procedure PR.541.HR	Alleged Harassment of an Employee
Board Procedure PR.542.HR	Alleged Employee Misconduct Toward a Student
Board Procedure PR.543.HR	Alleged Harassment of a Student