



Respectful Workplace and Learning Environment Policy	
Category: Administrative	Approval Date: June 27, 2022
Policy Owner: President	Effective Date: July 1, 2022
Policy Administrator: Chief Human Resources Officer (CHRO)	Review Period: 3 Years
Recommended by: Service Council	
Associated Documents Respectful Workplace Training Procedure Respectful Workplace and Learning Environment Complaints Procedure Respectful Workplace and Learning Environment Complaint Form	

PURPOSE

To provide a framework for education and awareness of the rights and responsibilities of individuals subjected to, or who become aware of incidents of violence, bullying, harassment or discriminatory practices. It also confirms Red Deer Polytechnic's position that such behaviours are considered serious and will not be tolerated.

This policy is not intended to limit the reasonable exercise of supervisory and/or instructional functions taken in accordance with the provisions of any applicable collective agreement, employment contract, or policy. In addition, it does not preclude individuals from exercising their rights to file a complaint under the grievance process of a collective agreement, or with the Alberta Human Rights Commission, Alberta Occupational Health and Safety, or seek civil or criminal remedies.

SCOPE

This policy applies to Red Deer Polytechnic employees, students, third party contractors, visitors, and volunteers engaged in duties or activities on or off campus that have connection to Red Deer Polytechnic.

POLICY

General

1. Red Deer Polytechnic recognizes the dignity and worth of every person and is committed to providing a respectful, healthy and safe environment for work, study and living.
2. Red Deer Polytechnic expects that employees, students, third party contractors, visitors and volunteers will share in the responsibility to report any threat of or actual incident of violence (including sexual, domestic or intimate partner), harassment (including bullying), psychological harm or injury, or discrimination. Individuals who have been impacted by such behaviours are strongly encouraged to refer to the Procedure: *Respectful Workplace and Learning Environments Complaints Procedure*.
3. Red Deer Polytechnic will maintain a safe, confidential and neutral mechanism for members of the polytechnic community to report concerns and/or make inquiries related to this policy.
4. Red Deer Polytechnic is responsible for dealing with complaints under this policy informally and formally.
5. Senior leaders are responsible for upholding this policy and related procedures.
6. Employees, students, third party contractors, visitors, and volunteers are responsible to comply with policy, report non-compliance and to not participate in identified behaviours: violence, harassment (including bullying), psychological harm or injury and discrimination.
7. The Red Deer Polytechnic Onboarding program provides training for employees in respect in the workplace. Employees are required to participate in the training and education related to harassment, violence and discrimination.
8. Red Deer Polytechnic will develop and maintain a procedure(s) for the timely and effective resolution of complaints. Refer to Respectful Workplace and Learning Environment Complaints Procedure for more information.
9. Any individual who is found to be in breach of this policy may be subject to disciplinary action which shall be taken in accordance with the provisions of any applicable collective agreement, terms and conditions of employment, or Red Deer Polytechnic policies.

Discrimination and Harassment

1. Complaints of discrimination, harassment, bullying, and psychosocial or psychological harm or injury may be made to a Senior Leader or the Chief Human Resources Officer (CHRO).

2. Where a complaint involves the President, it will be made to the Alberta Public Interest Disclosure Commissioner under the Safe Disclosure Policy and related legislation.
3. Students may seek assistance and resources through the Health, Safety and Wellness Centre, Security and Emergency Response, Students' Association or Counselling Services.
4. Employees may seek assistance through the Health, Safety and Wellness Centre, the Polytechnic's Employee & Family Assistance Program, Security and Emergency Response or People and Culture may also be contacted.
5. Any individual who is found to have taken action in retaliation against any parties involved in a complaint may be subject to disciplinary action which shall be taken in accordance with the provisions of any applicable collective agreement, terms and conditions of employment, or Red Deer Polytechnic policies.
6. If, at any time, it appears to the CHRO that the complaint is clearly frivolous, vexatious or made in bad faith, the CHRO may dismiss the complaint. Any individual who is found to have made such a complaint may be subject to disciplinary action which shall be taken in accordance with the provisions of any applicable collective agreement, terms and conditions of employment, or Red Deer Polytechnic policies.

Violence Assessment, Control and Training

1. The Manager of Security and Emergency Response is consulted on assessments of the potential for violence in the workplace. These are included in Red Deer Polytechnic's hazard assessment and control process.
2. The Health, Safety and Wellness Centre and Security and Emergency Response will develop and maintain an awareness program including preventive measures to reduce the threat of violence, including recognizing violence, identifying the potential for violence, and managing risk for violence. The program will also include instructions for appropriate response to incidents and procedures for reporting, investigating and documenting incidents of violence.

Incidents of Violence

1. Reports of violence, including domestic violence, will be made to Security and Emergency Response or to the RCMP if circumstances warrant. A worker who is notified about or is aware of an incident of violence has a duty to report the incident.
2. Reports of sexual violence or sexual harassment complaints will be made to Security and Emergency Response. This process is addressed under the Sexual Violence Policy and related Procedure.

Confidentiality

1. Confidentiality, including the identity of parties and witnesses, must be balanced against the requirements of procedural fairness, and any disclosure obligation imposed by law. Individuals who are interviewed about a complaint must not discuss the allegations,

evidence or other information except to their union or association representative, legal counsel, chosen support, or unless required by law.

2. The personal information of complainants, respondents and witnesses and the circumstances of the complaints of harassment or incidents of violence shall be kept confidential to the greatest extent possible. There are exceptions, such as where disclosure is necessary:
 - to investigate the allegations;
 - to inform the parties of the results of the investigation and any corrective action or related disciplinary measures;
 - only the minimum amount of personal information that is necessary to inform the relevant parties of a specific or general threat of violence or potential violence; or
 - as required by law or judicial proceeding.

RELATED POLICIES

[Employee Code of Conduct](#)

[Integrity in Research, Scholarly Activity, and Scholarship](#)

[Sexual Violence](#)

[Student Academic Integrity and Academic Misconduct](#)

[Student Misconduct: Non-Academic](#)

[Safe Disclosure \(Whistleblower\)](#)

[Acceptable Use of Technology and Information Resources](#)

DEFINITIONS

Bullying involves repeated incidents or a pattern of behaviour intended to intimidate, offend, degrade or humiliate a particular person or group of people. Some forms include verbal bullying, physical bullying, social bullying and cyberbullying.

Discrimination includes differential treatment of a particular person or group of people on the basis of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation. It serves no educational or work-related purpose and is known or ought reasonably to be known to have the effect of creating an unfair, unreasonable, or unsafe environment.

Domestic Violence the actual or threatened use of force in an intimate partner relationship that may include a single act of violence or a number of acts forming a pattern of abuse. Is a pattern of behaviour used to gain power and control over another with whom a personal relationship was or is shared. It can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behaviour may include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking, threats to harm children, other family members, pets, and property and using electronic devices and social media to deliberately harass and control.

Frivolous means lacking in substance, proper seriousness, or factual basis.

Harassment 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 an individual, or adversely affects their health and safety, and includes:

- 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,

but excludes any reasonable conduct of an employer or supervisor in respect of the management of employees or a work site on or off campus.¹

Made in bad faith means complaints made falsely, maliciously, and with the intent to retaliate against a person making a complaint or giving evidence about a complaint or helping another person in making a complaint.

Vexatious means the repetition of one or more previous complaints that substantially share the same theme, have already been decided, and are made with the intent to annoy, harass or vex a person.

Violence whether a work site, or work-related, on or off campus, 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, intimate partner or sexual violence. Violence can be both verbal and physical.

¹ *Occupational Health and Safety Act, SA 2017, c O-2.1, s.1(q)*