



Respectful Workplace Training Procedure	
Policy: Respectful Workplace and Learning Environment	
Category: Administrative	Approval Date: June 27, 2022
Procedure Owner: Chief Human Resources Officer	Effective Date: July 1, 2022
Procedure Administrator: Operations Manager, People and Culture	Review Period: 3 years
Associated Documents: Respectful Workplace and Learning Environment Policy Respectful Workplace and Learning Environment Complaints Procedure	

PURPOSE

The purpose of this procedure is to specify the required action to be followed by both employees, and supervisors in obtaining mandatory workplace training.

PROCEDURE

General

1. Respectful workplace training will align with the Polytechnic's values and meet Red Deer Polytechnic's (RDP) obligation under the Alberta Occupational Health and Safety Code to ensure all employees receive training related to violence and harassment.
2. The training will help build a strong campus culture that is free from workplace Bullying, Abuse, Harassment, and Discrimination and where everyone feels valued. Training will provide RDP with a standard tool, common language and practices, with the outcome of improving team communication and productivity.
3. All RDP employees who have a contract that exceeds 30 working days, are expected to complete the Polytechnic's current respect training.
4. RDP's respectful workplace training may be provided in-house or by a third party and will be reviewed every three years.

Employee Requirements

1. Employees are required to independently complete the current respectful workplace training.
2. Employees may gain access to the current respectful workplace training through their Onboarding Phase 2 course or through a link provided on People and Culture tab of TheLoop.
3. Employees encountering problems accessing or completing the course, or who have general content questions should contact People and Culture.
4. Employees are required to provide proof of course completion to their immediate supervisor.

Supervisor Requirements

1. Supervisors are required to ensure their direct reports complete the mandatory training.
2. Supervisors will provide working time, during the employee's normal hours of work, or make alternative arrangements, for the employee to complete the mandatory training.
3. Supervisors will confirm course completion by receiving proof of completion from the employee and forward to People and Culture.
4. Supervisors will follow-up to ensure employees who are non-compliant complete the training within a reasonable timeline.
5. Where concerns of workplace harassment, bullying, conflict, or violence are identified, supervisors will provide appropriate support, resources or referrals for their direct reports.

Employer Requirements

1. Red Deer Polytechnic will ensure appropriate and sufficient training is available and provided to employees.
2. People and Culture will provide reports of non-compliance status to supervisors and update personnel records, as required.