

POLICY TITLE	Respectful Workplace
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HOLDER	Executive Director, Human Resources
RESPONSIBLE OPERATIONAL LEADER	Executive Director, Human Resources
SUPPORTING DOCUMENTS	O-5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints O-5.10.2 Respectful Workplace Formal Complaint Form O-5.10.3 Respectful Workplace Policy Response Form

RESPECTFUL WORKPLACE

RATIONALE

This purpose of this policy is to ensure that individuals work in a respectful workplace, free of bullying, harassment, and discrimination.

POLICY APPLICATION

This policy applies equally to all persons associated with Camosun College (collectively defined as 'Individuals').

DEFINITIONS

1. **Individuals:** refers collectively to all people and groups covered by this policy including:
 - a) All College employees;
 - b) Students;
 - c) Individuals involved with the College's affiliated programs;
 - d) Volunteers, guests or visitors to Camosun College;
 - e) Suppliers and contractors;
 - f) Individuals authorized to access Camosun College information, Camosun College information systems, or Camosun College facilities or equipment.

2. Respectful Workplace - A respectful workplace is characterized by:

- a) Polite behaviour – courteous and considerate behaviour toward others;
- b) Inclusion of other people with different backgrounds, cultures, strengths, and opinions;
 - i. Inclusion for the purposes of this policy means welcoming people with diverse backgrounds, cultures, strengths, and opinions into the workplace.
 - ii. Behaviours include but are not limited to: working to understand cultural differences, working constructively with employees accommodated as a result of the employer’s duty to accommodate, and valuing other’s differing styles and contributions.
- c) Freedom from disrespectful, discriminating, bullying and harassing behaviour;
- d) Constructive management of differences;
 - i. Differences are understood to be a fact of life and are managed through conflict management and dispute resolution processes;
- e) Support;
 - ii. Individuals are supported to learn and practice dispute resolution and respectful workplace skills.
 - iii. “Support” for the purpose of this policy means coaching, in-service training, and/or internal or external intervention designed to bring dispute resolution skills and respectful workplace knowledge to the workplace.

3. Personal Harassment

Personal harassment is any behaviour by a person directed against another person that a reasonable person would know or ought to know would cause offence, humiliation or intimidation.

- a) Behaviours include but are not limited to: making derogatory comments to or about another person, swearing, yelling, and inappropriately interfering in another person’s work, derogatory gestures, embarrassing practical jokes, ridicule, gossip, reckless disregard or denial of another’s rights, improper use of power or authority or physical assault.

4. Bullying

Bullying is any repeated or systematic behaviour (physical, verbal, or psychological - including shunning) which would be seen by a reasonable person as intending to belittle, intimidate, coerce, or isolate another person.

- a) Personal harassment and/or bullying does not include acceptable social banter in the workplace. Nor does it include actions occasioned through the exercise in good faith of management’s rights for bona fide operational requirements or progressive corrective discipline in a manner that is respectful of those involved.

5. Human Rights: Discrimination and Discriminatory Harassment

It is important to note that either form of discriminatory conduct described in this section is a breach of this policy, and may also constitute a breach of the [British Columbia Human Rights Code](#).

a) Discrimination

Discrimination is unfair differential treatment of an individual or group, whether intended or

not, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or unrelated criminal conviction. Discrimination of this nature imposes burdens or obligations on an individual or group that serves no legitimate work-related function.

b) Discriminatory Harassment

Discriminatory harassment is a form of discrimination where abusive, unfair, offensive, or demeaning treatment of a person or group of persons under any of these categories has taken place, and:

- i. Has the effect of interfering with an individual's work or participation in work-related activities; or
- ii. Creates an intimidating, hostile, or offensive environment for work or participation in a work-related activity.

c) Sexual Harassment

Sexual harassment is:

- i. Conduct or comment of a sexual nature made by a person who knows or ought reasonably to know that such conduct or comment is unwanted or unwelcome; or
- ii. Expressed or implied promise of a reward for complying with a request of a sexual nature; or
- iii. Actual reprisal or an expressed or implied threat of reprisal for refusal to comply with such a request; or
- iv. Conduct or comment of a sexual nature which is intended to, or has the effect of, creating an intimidating, hostile, or offensive environment.

CONFIDENTIALITY

To protect the interests of the complainant(s), the respondent(s), and any others who may be involved:

- a) Confidentiality will be maintained throughout the resolution processes to the extent practicable and appropriate under the individual circumstances;
- b) Information that must be shared will be disclosed on a "need to know" basis;
- c) Parties to a complaint, including witnesses, are not to share information or discuss the details of the complaint; and
- d) If the College determines that the safety of an individual is at risk, the procedures and rights outlined in this policy, including confidentiality, may be set aside.

This policy is subject to the Freedom of Information and Protection of Privacy Act.

PRINCIPLES

1. Camosun College is committed to:
 - a) ensuring that all individuals are treated with dignity and respect, free from discrimination, harassment and bullying;
 - b) aligning Respectful Workplace policy and procedures with its commitment to equity, diversity and inclusion;
 - c) ensuring that all individuals are supported in managing workplace differences; and
 - d) providing an environment that respects and promotes human rights and personal dignity.
2. All individuals, including employees, students, contractors, visitors and volunteers, are entitled to a work and an educational environment that is free from any form of discrimination and discriminatory harassment.
3. Individuals are responsible for conducting themselves in a respectful manner in the workplace and at work-related activities. Failure to maintain respectful conduct may lead to discipline up to and including termination of employment, and/or cancellation of contract.
4. Camosun College prohibits any behaviour that results in discrimination and erodes understanding and mutual respect. Individuals found to be in violation of the [BC Human Rights Code](#) may be subject to discipline up to, and including termination of employment, and/or cancellation of contract.
5. Students, visitors or guests found to be engaged in conduct constituting discriminatory harassment will be subject to remedy up to, and including suspension from the College and/or removal of access to college facilities and grounds.
6. Any remedy that results from a founded complaint of discrimination or discriminatory harassment, must comply with standards of fairness and due process.
7. Individuals are also responsible for reporting any violations of this policy to their workplace leader (includes: supervisors, chairs, managers, directors, deans, and executive members), or the Executive Director of Human Resources, and to participate in appropriate initiatives to improve respect within their workplaces.
8. Camosun College supports the maintenance of a Respectful Workplace by providing:
 - a) education about human rights, appropriate behaviour in the workplace, harassment, bullying and dispute resolution;
 - b) a process for informal resolution of respectful workplace complaints;
 - c) a process for the reporting and investigation of respectful workplace complaints, including discrimination and discriminatory harassment; and
 - d) interventions to strengthen workplace relationships.

PROCEDURES

1. CURRENT EMPLOYEES

Procedures for reporting, resolving, and/or investigating respectful workplace and/or human rights complaints are outlined in [O-5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints](#)

2. STUDENTS

Procedures for reporting, resolving, and/or investigating respectful workplace and/or human rights complaints where:

- a) The student is a complainant, please see the [Student Complaints](#) internet site or the College Ombudsperson; or
- b) The student is a respondent, please review the procedures outlined in the [Student Complaints](#) intranet site or review the [Student Misconduct Policy](#).

3. OTHERS

For all other instances covered by this policy, please review the Procedures for [Reporting, Resolving, and/or Investigating Respectful Workplace and Human Rights Complaints](#).

RELATED LEGISLATED REFERENCES AND COLLECTIVE AGREEMENTS

Government of Canada

- [Canadian Charter of Rights and Freedoms](#)
- [Criminal Code of Canada: Consolidated Statues and Regulations](#)

Province of British Columbia

- [Civil Rights Protection Act RSBC 1996 c.49](#)
- [Colleges and Institute Act RSBC 1996 c.52 s.26](#)
- [Freedom of Information and Protection of Privacy Act RSBC 1996 c.165](#)
- [Human Rights Code RSBC 1996 c.210, Part 1](#)
- [Multiculturalism Act RSBC 1996 c.321](#)
- [WorksafeBC: Employer Duties – Workplace Bullying and Harassment](#)

Camosun College

- [Collective Agreements](#)



LINKS TO RELATED CAMOSUN POLICIES AND FORMS

POLICIES

- [G-2.1 Equity, Diversity and Inclusion](#)
- [O-5.11 Standards of Conduct](#)
- [O-6.1 Protection of Privacy](#)

FORMS

- [O-5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints](#)
- [O-5.10.2 Respectful Workplace Formal Complaint Form](#)
- [O-5.10.3 Respectful Workplace Policy Response Form](#)