

## Operational Policy

|                                   |                     |           |                         |
|-----------------------------------|---------------------|-----------|-------------------------|
| <b>Policy Title:</b>              | <b>Applies to:</b>  |           | <b>Reference #</b>      |
| Respectful Workplace              | All Employees       |           | 109-HR-15               |
| <b>Approved by:</b>               | <b>Dates:</b>       |           | <b>Total # of Pages</b> |
| People and Organizational Culture | <b>Effective:</b>   | 20-Feb-20 | 3                       |
|                                   | <b>Last Review:</b> | 09-Aug-19 |                         |
|                                   | <b>Next Review:</b> | 20-Feb-23 |                         |
| <b>Authority:</b>                 |                     |           |                         |
| City Manager                      |                     |           |                         |

### 1.0 Purpose

To promote respectful behaviour in the workplace.

### 2.0 Scope

This policy applies to all City employees, visitors, customers, volunteers working on behalf of the City, individuals in fee for service contracts with the City and any others conducting affairs at the worksite.

### 3.0 Definitions

#### ***Respectful Workplace***

Supports the physical, psychological and social well being of all employees. In a respectful workplace, employees are valued, communication is polite and courteous, people are treated as they wish to be treated, and conflict is addressed in a positive and respectful manner.

Within a respectful workplace, behaviour which is disrespectful is addressed and corrected.

#### ***Disrespectful Behaviour***

Behaviours seen as inappropriate or unprofessional, and include, but are not limited to:

- degrading or humiliating humour or sarcasm
- hurtful gossip
- berating employees in public
- verbal abuse (i.e. calling someone lazy, dumb, stupid)
- swearing
- loss of temper
- bullying
- ignoring

#### **4.0 Policy Statement**

Each employee of the City of Regina is responsible for ensuring a respectful workplace where everyone feels welcome, is valued, and where every employee is accountable for his or her own behaviour and attitude.

Disrespectful behaviour in the workplace will not be tolerated. As part of an accepted standard of conduct at the City of Regina, all employees are required to behave in a manner to maintain an atmosphere of trust and respect essential to a healthy work environment. Based on the seriousness of the situation, disrespectful behaviour may be subject to disciplinary action up to and including termination.

#### **5.0 Creating a Respectful Workplace**

All employees are accountable for their own behaviour and will foster a respectful workplace by displaying behaviour that is respectful, appropriate and professional. Ways to do this include:

- Focus on the work process, issue or behaviour, not on the person.
- Maintain the self-confidence and esteem of others.
- Maintain strong partnerships with your internal and external customers and suppliers
- Take initiative in improving work processes and partnerships.
- Lead by example.

#### **6.0 Roles & Responsibilities**

##### **People and Organizational Culture:**

- administer, review and revise this policy as required;
- communicate and educate all employees about the intent, content and guidelines of this policy
- in consultation with Management, determine appropriate approach to address issues of disrespectful behaviour including disciplinary action up to and including termination
- provide Respectful Workplace training to employees as appropriate

##### **Management:**

- ensure their conduct, as well as that of employees who report to them, is respectful
- make all employees aware of the expectations outlined in this policy
- as part of performance management, review with each employee any issues of disrespectful behaviour immediately
- communicate and reinforce the corporation's expectation of a respectful workplace, and the policies and procedures regarding a respectful workplace
- in consultation with People and Organizational Culture, determine appropriate approach to address issues of disrespectful behaviour including disciplinary action up to and including termination

**Employees:**

- ensure conduct is respectful
- make objections clearly known to the offender if subjected to disrespectful behaviour
- identify the disrespectful behaviour with the person responsible and ask the person to stop the disrespectful behaviour; if not successful seek assistance from a supervisor or manager
- attend mandatory Respectful Workplace Training

**Union Association Representatives:**

- ensure conduct is respectful
- discuss with any individuals who approach them, the expectations outlined in this policy
- assist, as appropriate, in addressing issues related to disrespectful behaviour by employees

**7.0 Reference Material**

- Harassment Policy
- Violence in the Workplace Policy
- Corrective Discipline Policy

**8.0 Revision History**

| <b>Date</b> | <b>Description of Change</b> | <b>(Re)-Approval Required (y/n)</b> |
|-------------|------------------------------|-------------------------------------|
| 01-Jun-2006 | Initial Release.             | No                                  |
| 01-Oct-2011 | Review                       | No                                  |
| 01-Apr-2015 | Review                       | No                                  |
| 20-Feb-2020 | Review                       | No                                  |