

**Title:** RESPECTFUL WORKPLACE  
**Policy No:** D1007  
**Category:** Human Resources

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**1. PURPOSE**

To create a civil, respectful, cooperative, and non-discriminatory workplace environment in which all employees are treated with respect and dignity. For issues related to student behaviour, the Student Code of Conduct shall apply.

**2. DEFINITIONS**

**Complainant** - an individual alleging that he/she has been the target of disrespect within the workplace environment.

**Cooperative conversation** – a discussion in which all individuals contributing to the conversation are informed, truthful, relevant, and clear.

**Disrespectful conduct** - comments or behaviour that is known or ought reasonably to be known to cause offense, humiliation, or intimidation.

**Employee** - an individual employed and paid by the College to provide services on its behalf.

**Interference** - a threat, coercion, or abuse of authority aimed to deter or obstruct.

**Respondent** - an individual against whom an allegation of disrespect has been made.

**Retaliation** - the implementation of adverse consequences against an individual.

**Student** – an individual who is registered in a course or program at the College.

**Workplace** - any environment where an individual is involved in work-related activities. This includes both the physical work space (e.g. office), as well as the location of any meeting or event that is sanctioned by the College.

**3. POLICY**

3.1. Every employee of the College community has the right to a respectful workplace. The College will not tolerate any disrespectful conduct that is detrimental to the maintenance of a respectful working environment.

3.2. The College has the right to investigate a complaint of alleged disrespectful conduct with or without an employee's consent.

- 3.3. The College will establish a complaint resolution process that includes cooperative conversation, informal resolution, and formal resolution.
- 3.4. At any time, a complainant may seek the assistance of a Supervisor, Coordinator, Chair, Human Resources Consultant, or Union Steward, or another appropriate individual for support in either formulating or resolving the complaint.
- 3.5. Should the decision be made to proceed to formal resolution, the College will commence an investigation within fourteen (14) days of receipt of the written complaint.
- 3.6. Interference with the resolution process or retaliation against an individual involved in a resolution process may result in disciplinary action.
- 3.7. An attempt to resolve a complaint under this policy does not preclude a complainant from advancing the complaint through other appropriate forums such as the Collective Agreement, the B.C. Human Rights Tribunal, or other relevant professional bodies.
- 3.8. If a complaint is filed in another forum, the College reserves the right to not proceed with attempts to resolve the complaint under this policy.
- 3.9. An investigation may result in the determination that another policy has been breached (e.g. Human Rights, Computer Use).
- 3.10. If an investigation under a separate policy determines disrespectful conduct, that report may be referred to the Associate Vice President, Human Resources to determine any necessary action.
- 3.11. A complainant who is found to have complained with malice or for personal gain may be subject to appropriate disciplinary measures.

### **Confidentiality**

- 3.12. During the resolution processes, information will not be disclosed by any person involved, except as is necessary to enable due process under this policy or to protect individuals and/or College assets.
- 3.13. The College President or delegate will be provided with the investigator's report, and a copy of the report will also be sent to the complainant and respondent. Copies of the report should be kept confidential, except to receive legal or labour relations advice. Human Resources will maintain the investigation file, including the investigation report, separate from employee personnel records and will retain the records according to the department-approved retention schedule.

**4. INQUIRIES**

For inquiries relating to this policy, please contact the Associate Vice President, Human Resources.

**5. REGULATIONS/PROCEDURES**

Respectful Workplace Policy Complaint Resolution Processes

*Approved by Langara Council: June 25, 2013*