



## 401: RESPECTFUL WORKPLACE (P)

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### POLICY

The Pacific Rim School District is committed to fostering a respectful, inclusive, and psychologically safe workplace where all employees enjoy a workplace environment in which they are valued, respected and are treated with dignity.

The District also recognizes diversity, equity, and inclusion as foundational values. We are committed to creating a workplace where differences are respected and celebrated, and where every individual—regardless of race, ethnicity, gender, sexual orientation, ability, age, or background—has equitable access to opportunities and feels a genuine sense of belonging.

**A respectful workplace is one in which all employees, students and members of the public demonstrate:**

- Respectful, professional and courteous behavior at all times
- Mutual respect and collaboration with all other employees
- Inclusion and equity for other people based on the principles of human rights legislation
- Constructive management of differences including respectful dialogue, dispute resolution and conflict management
- Responsible and fair use of authority when supervising others

This policy is not intended to limit or constrain the reasonable exercise of management responsibilities and functions. As well, all employees have the right to report, in good faith, inappropriate behavior without fear of retaliation.

All reports and investigations related to respectful workplace concerns, harassment, bullying, or violence will be handled with the highest degree of confidentiality possible. Information will only be shared on a need-to-know basis to ensure a fair and thorough process. The District is committed to protecting the privacy of all parties involved while complying with applicable laws and policies. Breaches of confidentiality may result in disciplinary action.

All employees who do not adhere to this policy will be subject to disciplinary action.

The following procedures will be followed should an employee feel that they are being harassed or bullied; or that violence in the workplace is occurring or may occur:

- Respectful Workplace (AP 4002)
- Violence in the Workplace Procedures (P 711)

These procedures will be updated as needed to comply with all federal and provincial legislative requirements

### Resources and References

WorkSafe Bullying & Harassment (OHS Policy P2-21-2)