



Policy No. 7.11

Adopted by Council: May 9, 2011

RESPECTFUL WORKPLACE POLICY, 2011

The Corporation of the District of Sooke is committed to creating and maintaining a work environment where colleagues treat each other with respect and are supportive of the personal dignity, self-esteem and well-being of one another.

A respectful workplace honours the entitlement of others to have a respectful experience and honours the pride and dignity of others. In a respectful workplace, the principles of promoting cooperative and collaborative behaviours are honoured, including healthy group dynamics and proactive problem solving.

Responsibility for creating and maintaining a positive workplace environment rests with all persons sharing our workplace including elected officials, employees, contractors, volunteers and visitors.

Individuals must refrain from conduct that may offend, embarrass or humiliate others. The District of Sooke will not condone behaviour in the workplace or by the public that is offensive and is likely to undermine otherwise-healthy work relations, efficiency or productivity.

1. Purpose:

- 1.1 This Policy has been developed to formalize the responsibility and commitment of the District of Sooke to ensure that we hold ourselves to high standards and values in creating and maintaining a respectful workplace. It recognizes that only by working together and respecting each other, can the District of Sooke be successful in achieving its goal of excellence in public service.
- 1.2 This Policy has also been developed to reaffirm and help work toward several aspects of Council's Values, as identified in the District of Sooke's Strategic Plan, including: communication, respect, courtesy, sincerity, listening, open-mindedness, politeness, accountability, patience, integrity, honesty, trust, and team building.

Where there is a conflict between the Collective Agreement and a District Policy the Collective Agreement shall apply.

2. Procedure:

- 2.1 This Policy embraces the District of Sooke values and therefore sets the expectations on how we will conduct ourselves in dealings with our fellow employees and others with whom we do business.
- 2.2 Conduct that undermines this Policy includes aggressive or demeaning behaviour toward others, bullying, gossiping, shunning, disrespecting another person's beliefs or valid approach to an issue, ignoring other's polite requests to cease offensive behaviour, or other similarly inappropriate behaviours.
- 2.3 Management has an on-going responsibility to immediately stop any activity that undermines this Policy and the values of the District of Sooke. Should there be reason to raise a concern or file a complaint; the complainant should follow the instructions outlined in the District of Sooke *Complaint Resolution Procedures Policy* established to cover issues related to this Policy or the District of Sooke *Anti- Harassment Policy*. Everyone has a responsibility not to be frivolous or vindictive.