

## **400.1 Welcoming, Caring, Respectful and Safe Work Environments**

### **Policy**

The Board is committed to providing a welcoming, caring, respectful and safe work environment that respects diversity and fosters a sense of belonging. Every Division employee has the right to work in sites that promote equality of opportunity, dignity, and respect.

The Board affirms the rights, as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, of each staff member employed by the Board. Staff members employed by the Board will not be discriminated against as provided for in the *Alberta Human Rights Act* or the *Canadian Charter of Rights and Freedoms*.

The Board is further committed to protect all employees from harassment, discrimination, and violence. All those involved with the Division including trustees, employees, students, parents, volunteers, contractors, and visitors must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board does not condone bullying, harassment, discriminatory and violent behaviours, and expects allegations of such behaviours to be investigated in a timely and respectful manner. Appropriate action will be taken against those whose behaviour contravenes this policy.

### **Regulations**

1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful and safe work environments for all employees. It recognizes the importance of employees' emotional, social, intellectual and physical wellness and expects employees to adhere to the Division Employee Code of Conduct (see Appendix A).
2. The Board expects all trustees, employees, students, parents, volunteers, visitors, and contractors to adhere to this policy. This policy covers behaviour not only at Division sites, but also during any school-related activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe environment in the workplace. This applies whether contact is face-to-face, by phone, fax, e-mail, internet or intranet, or by any other means of communication. This policy also covers threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community including behaviours such as "cyber" hate messaging and websites created in the employee's home, in cyber cafes or other settings.

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3. The Board expects reporting to the correct authority all incidents of threats, bullying, harassment, violence or intimidation regardless of the identity of the alleged harasser or offender.
4. An employee code of conduct will be developed to outline behavioural expectations and consequences of unacceptable behaviour. See Appendix A – Employee Code of Conduct.
5. The Board's expectations for employee conduct shall be communicated to all Division employees.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

#### **References**

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| Alberta School Act: | Sections 18, 20, 105, 106, 119, 121, 27  |
| Division Policies:  | 400.1 Appendix A-Employee Code of Conduct; 400.2.1 Employee Conflict of Interest; 400.3 Whistleblower Protection; 402.8.1 Harassment and Discrimination; 402.8.2 Employee Assistance and Wellness Programs; 403.3 Employee Discipline; 405.6 Employee Recognition and Appreciation; 607.1 Fieldtrips, off-campus activities and Student Travel; 607.4 Responsible Use of Technology; 700.6 Emergency Response Planning; 1003.1 Channels of Communication and Disputes Resolution |
| Other:              | Alberta Human Rights Act, Sections 4, 7, 10; Criminal Code of Canada, Section 43; Canadian Charter of Rights and Freedoms; Narcotics Control Act<br>CUPE Equality Statement; Alberta Employment Standards Code   |