

STRATEGIC INITIATIVE AND UPDATE**Respectful Workplace Policy and Procedure****Report Purpose**

To provide an update and obtain feedback from Priorities Committee on the updated Respectful Workplace Policy and new draft Respectful Workplace Procedure.

Our Prioritized Strategic Goals

Goal 8 - Foster an environment for safe communities
Governance Requirement

Report

Human Resources (HR) has been working with Legislative and Legal Services (LLS) to review the HR policies. The goals of the review include updating policies that are no longer current, identifying potential policy gaps and eliminating or rescinding policies that are no longer required.

The next HR Council policy for review is HUM-001-032 Respectful Workplace. The existing policy outlines the organizations commitment to set, communicate and model clear expectations of employee behaviours in relation to other employees and to customers. The purpose of the updated Policy is to outline the framework for a respectful workplace, and to inform employees of their right and obligation to work in a respectful environment.

Below is a summary of the key revisions:

- Provides more detail regarding the expected behaviours of individuals who interact at Strathcona County workplaces including employees, elected officials, members of the public, and contractors.
- Highlights the importance and commitment to identify and eliminate or control the hazards of workplace violence and harassment.
- Highlights Strathcona County's commitment to provide appropriate respectful workplace training, education and awareness information for employees.
- Speaks to the commitment to ensure a process is available to raise complaints of workplace violence or harassment without fear of reprisal.
- Added clarity around investigations to highlight the commitment to appropriately investigate complaints of workplace violence or harassment and a commitment to take corrective action when conduct does not satisfy the established expectations.
- Clearly communicates to all individuals including employees and the public that disrespectful behaviour is not tolerated.

The review considered how complaints will be addressed whether they involve employees, contractors, elected officials or members of the public. Strathcona County is subject to provincial health and safety legislation which includes the prevention of violence and harassment in all Strathcona County workplaces (all Respectful Workplace complaints would be either a violence or harassment complaint). The approach contained in the policy and procedure is intended to be problem solving while making it clear that a respectful workplace must be maintained.

Priorities Committee Meeting_Oct20_2020

Issues related to Elected Officials are addressed in the Policy. The new procedure addresses interactions between employees and members of the public. Throughout the development of the Respectful Workplace Policy it became apparent that some employees require support while dealing with difficult members of the public and some members of the public need to know how concerns they might have about employee behaviour can be addressed. To support our employees and to provide additional clarity to the public a Respectful Workplace Procedure was drafted. The purpose of the procedure is to outline the following:

- Process for the public to escalate concerns when they feel employees are exhibiting concerning behaviour contrary to the intent of the Respectful Workplace Policy.
- Process for employees to follow when members of the public are exhibiting concerning behaviour contrary to the intent of the Respectful Workplace Policy.

The updated Policy and new Procedure consolidates overlapping content from the existing Respectful Workplace and Discrimination and Harassment policies; and it addresses Occupational Health and Safety requirements with respect to workplace violence and harassment prevention. As a result, the existing Discrimination and Harassment policy (HUM-001-025) will no longer be required and the intent is to request Council rescission of the policy upon approval of the updated Respectful Workplace policy.

After incorporating feedback from Priorities Committee, Administration is planning to present the updated Policy, new Procedure and recommended policy for rescission to Council by January 2021.

Council and Committee History

Sep. 7, 2004	Council approved policy HUM-001-034 Respectful Workplace
Mar. 12, 2019	The Priorities Committee was provided an overview of the proposed HUM policy framework and an update on the HUM policy review

Other Impacts

Policy: GOV-002-021 Mandatory Review of Bylaws and Policies requires that policies are reviewed on a 3 year cycle.

Legislative/Legal: The *Municipal Government Act (MGA)* s. 5 sets out that a municipality has the duties that are imposed on it by enactments and those that municipality imposes on itself as a matter of policy.

Interdepartmental: The policy review initiative involves all County departments.

Master Plan/Framework:

Communication Plan

Communication and training will occur after the Policy and Procedure are approved by Council.

Enclosure(s)

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| 1 | Priorities Committee Presentation |
| 2 | Respectful Workplace Policy (updated draft) |
| 3 | Respectful Workplace Policy (current) |
| 4 | Respectful Workplace Procedure (draft) |
| 5 | Discrimination and Harassment Policy |