

# Policy

## Respectful Workplace

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**References:** *Occupational Health and Safety Act, SA 2017, c O-2.1*

**Cross-reference:** HUM-001-001 Code of Conduct and Ethics  
HUM-001-026D Health and Safety  
HUM-001-037D Workplace Violence

### Policy Statement

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Strathcona County is committed to ensuring a respectful workplace, free of violence and harassment, for all individuals that work or interact in a County workplace.

### Purpose

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Accountability and responsibility for a respectful workplace is shared. The purpose of this Policy is to outline the framework for a respectful workplace and inform employees and other individuals that work or interact in a County workplace of their right and obligation to work in a respectful environment.

### Definitions

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**Contractor** – a person, partnership or group of persons who, through a contract, or an agreement with the county, directs the activities of one or more employers or self-employed persons involved at work at a workplace, and are not an employee of Strathcona County.

**Employee** – any person employed by Strathcona County on a permanent, non-permanent, full-time or part-time basis; including all unionized, classified, management, and staff engaged through an employment contract.

**Violence** – The threatened, attempted or actual conduct of a person that could cause physical or psychological injury or harm, including domestic or sexual violence, whether at a workplace or work related.

**Workplace** – a 'work site' as defined by the *Occupational Health and Safety Act*: a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

**Workplace Harassment** - any single incident or repeated incident of objectionable or unwelcome conduct, comment, bullying, discrimination or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety, and includes conduct, comment, bullying, or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, and sexual orientation, and sexual solicitation or advance. Reasonable conduct and feedback by supervisors and managers relating to the management and performance of employees is not workplace harassment.

## Guidelines

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All individuals who work or interact at a County workplace have the right to a respectful environment and one that is free of workplace violence and harassment.

Strathcona County is committed to realizing a respectful workplace through the following actions:

- Setting, communicating and modeling clear expectations of employee behaviours in relation to other employees, members of the public, elected officials and contractors.
- Setting and communicating expected behaviours of individuals who interact with employees including members of the public, elected officials and contractors.
- Communicating that inappropriate behaviours that are contrary to the intent of this policy will not be tolerated.
- Identifying and eliminating or, if that is not reasonably practicable, controlling the hazards of workplace violence and harassment
- Providing appropriate respectful workplace training, education and awareness information for employees.
- Ensuring a process is available to raise complaints of workplace violence or harassment without fear of reprisal.
- Ensuring complaints of workplace violence and harassment are investigated appropriately. The privacy of all parties involved will be respected as much as possible, except where limited disclosure is necessary to address the incident or as required by law.
- Taking corrective action when conduct does not satisfy the established expectations.

Any individual who is the victim of workplace violence or harassment may exercise their rights under any other law, including the *Alberta Human Rights Act*.

Complaints regarding Elected Official behaviour can be submitted to any member of Council. The complaint will be investigated and responded to by Council under the provisions of the Council Code of Conduct Bylaw.

Contractors working on behalf of Strathcona County are responsible to meet or exceed applicable laws and legislation, and protect the health and safety of their employees, Strathcona County employees, other contractors, elected officials and members of patrons.

## Policy Record

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**Date of Approval by Council:**

**Next Review Date:**

**Last Review Date:**

**Lead Role:** Chief Commissioner

**Administrative Review:** Human Resources

**Resolution No:**

**Policy No:** HUM-001-032

**Replaces:** N/A