

HUM-001-032

Strathcona County
Municipal Policy Handbook

Respectful Workplace

Date of Approval By Council: 09/07/04

Resolution No.: 723/2004

Lead Role: Chief Commissioner

Replaces: n/a

Last Review Date: November 17, 2006

Next Review Date: 11/2009

Administrative Responsibility: Human Resources

Policy Statement:

As an organization committed to the delivery of high quality public services, Strathcona County promotes and expects respectful and responsible behaviours of all its employees when interacting with each other and with customers during the course of County business. All employees of Strathcona County have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual.

Guidelines

As employees and officials of Strathcona County we will strive to realize a respectful workplace through the following:

- By setting, communicating and modeling clear expectations of employee behaviours in relation to other employees and to customers;
- By providing appropriate training, education and awareness information for employees that is congruent with a respectful workplace;
- By communicating “zero tolerance” for behaviours that are contrary to the intent of this policy;
- By ensuring prompt investigation of complaints of inappropriate behaviour in a timely and confidential manner; and
- Where appropriate, to utilize authority as contained in other policies (e.g., Discrimination and Harassment; Demotion, Reassignment, Suspension or Dismissal) where employee conduct does not satisfy the objectives or standards established for Strathcona County employees.

To this end, the administration will develop procedures to support the implementation of this policy.