

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-040

RESPECTFUL WORKPLACE

**Effective Date:
July 10, 2023**

**Revision Date:
March 7, 2024**

POLICY PURPOSE

It shall be the policy of the Town of Lockeport to ensure all employees have a workplace that is committed to being a healthy, safe and supportive environment.

POLICY DETAILS

The following policy details are the standards of behavior all Town employees are expected to demonstrate. This policy applies to all employees including managers, unionized staff, non-unionized staff and temporary employees.

FREE OF DISCRIMINATION

- (a) Discrimination is the prejudicial and/or distinguishing treatment of an individual based on their actual or perceived membership of a certain group or category including, but not limited to, religion, age, race, job status, family name, marital status, sexual orientation or disability.
- (b) Employees must practice non-discriminatory behaviours at all times while conducting business on behalf of the Town, regardless of location, and in accordance with the Human Rights Act.

MUTUAL RESPECT

- (a) Employees must treat others with respect and fairness and be open to others opinions that may differ from their own. This includes respecting and supporting decisions made by the Town and Council.
- (b) Employees must be respectful when using social media or internet pages, while both on and off duty, especially with matters related to the Town.
- (c) Employees must share appropriate information with colleagues as to create a transparent team environment that enables everyone to succeed in their jobs and make informed decisions.
- (d) Employees must refrain from unprofessional or inappropriate behaviours including, but not limited to, using derogatory language, misinforming others, dressing inappropriately, excessive noise levels or rudeness.

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FREE OF HARASSMENT

(a) Harassment is engaging in derogatory (i.e. condescending, insulting, belittling), vexatious (i.e. aggressive, angry, antagonistic), humiliating or embarrassing conduct that is known, or ought reasonably to be known, to be offensive or unwelcome as outlined in human rights legislation. This includes actions or comments that are directed at another person or at no person in particular but that creates an intimidating, demeaning or offensive work environment. Examples include, but are not limited to:

- Verbal harassment
- Physical harassment
- Written or graphic materials
- Avoidance or exclusion
- Bullying/cyber-bullying
- Sexual harassment
- Gossip

(b) Employees must contribute to a work environment that is free from bullying, harassment and violent behaviour/language. This includes promptly reporting and addressing unacceptable behaviours.

INTEGRITY

(a) For the purpose of this policy, integrity is defined as being honest and portraying strong morals and values in order to create and maintain a unified work environment where the Town's interests are given priority over private individual feelings.

(b) Employees must maintain the confidentiality of information acquired on the job, both internally and externally.

(c) Employees must respect the personal and confidential lives of other staff by not sharing information without specific consent.

(d) Employees must act in a way to maintain the Town's integrity and credibility by not publically criticizing staff, departments or colleagues.

(e) Employees must maintain a healthy and safe work environment by observing the established Occupational Health & Safety program.

(f) Employees must refrain from performing volunteer work or union work during scheduled work hours without prior consent.

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LEARNING

- (A) Employees must be open to working in a learning environment that includes participating in training opportunities, volunteering for internal committees, keeping abreast of job-related trends and accepting feedback that will enhance the employee's ability to work as a team member.

STRIVE FOR EXCELLENCE

- (a) Employees must commit themselves to excellence in all aspects of their work including interactions with the public, colleagues and Council members. In addition, being committed to exercising good judgement, professionalism, self-discipline, perseverance and team spirit.

VIOLATION

REPORTING VIOLATIONS

- (a) Violations for the purpose of this policy include, but are not limited to, discrimination, disrespect and harassment as well as displaying a lack of integrity, work ethic or professional commitment.
- (b) Employees who report violations of this policy will be protected against disciplinary or threatening actions as a result of such disclosure, unless it becomes known that the employee made intentional false allegations.
- (c) Employees who believe they have experienced a violation of this policy should keep a written record of the date, time, location, nature of the behaviour and names of any witnesses. This summary of events should be prepared as soon after the initial event as possible and after every discussion outlined below to ensure accurate details are recorded for future reference.
- (d) Employees may choose to speak directly with the person(s) and inform them that their behaviour is unwelcome and must stop.
- (e) Employees who are not comfortable speaking directly with the person(s) regarding their behaviour may choose to approach their manager and ask for their assistance in resolving the situation.
- (f) Employees have the option to submit a written complaint to the Town Clerk/Treasurer, or designate, if the employee prefers.

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- (g) All written complaints will be investigated by the Town Clerk/Treasurer, or designate, including an opportunity for the accused to explain the situation and their actions.
- (h) A written complaint regarding the Town Clerk/Treasurer shall be directed to the Mayor and Depty Mayor and shall follow the same process as any other employee.

DISCIPLINE

Failure to comply with this Policy may, at the discretion of the Town Clerk/Treasurer, constitute necessary action as outlined in the Employee Discipline Policy.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members
Of Intent to Consider (7 days minimum): June 27, 2023

Date of Passage of Current Policy: July 10, 2023

I certify that this Policy was adopted by Council as indicated above.

June Harding
Town Clerk/Treasurer

Nov. 19/24
Date

March 7, 2024
Revision Date