



Type:	Operations	Created:	May 2024
Adopted By:	Board of Directors	Last Amended:	
Executive Responsibility:	Executive Director/SRO	Procedure:	

Section 1. Purpose

The purpose of the SUVCC Respectful Workplace Policy (the "Policy") is to:

- Promote and maintain a respectful work environment that is free from discrimination, and bullying and harassment;
- Set out the types of behaviours that may be considered inappropriate; and
- Outline procedures for reporting and addressing inappropriate behaviour should it occur.

Section 2. Policy Statement

- 2.1 SUVCC is committed to providing an inclusive, welcoming, and respectful work environment free from discrimination, and bullying and harassment. SUVCC believes that everyone has the right to work in a professional atmosphere that promotes mutual respect, cooperation, and understanding among coworkers and the employer.
- 2.2 Discrimination, and bullying and harassment will not be tolerated. SUVCC encourages reporting of all such behaviour regardless of who the offender may be. All reported or suspected occurrences of such behaviour will be investigated in an impartial and timely manner.
- 2.3 Breaches of this policy may result in disciplinary action up to and including termination of employment, voluntary resignation, or dismissal from position. Off duty conduct, which has an impact in the workplace may be subject to this policy.

Section 3. Scope

- 3.1 This policy applies to all SUVCC staff, directors, volunteers, contractors, and consultants.
- 3.2 This policy applies to all interactions conducted in-person, in writing, by telephone, by email and through social media in any work-related environment, including:
 - i. SUVCC Offices;
 - ii. Any other location where activities of SUVCC are being carried out;
 - iii. Official and unofficial work-related social functions;
 - iv. Work-related conferences or training sessions; and
 - v. Work-related travel.
- 3.3 This policy also applies to all internet and social media posts and interactions that may have an impact in the workplace.

Section 4. Definitions

4.1 "Bullying and Harassment" includes any inappropriate conduct or comment by a person towards anyone that the person knew or reasonably ought to have known would cause the other person to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct that may constitute bullying and harassment include, but are not limited to:

- i. Ostracism (i.e. deliberately excluding a person from work-related social interaction);
- ii. Words, gestures, and actions, the natural consequence of which is to humiliate, undermine, demean, ridicule, or insult;
- iii. Unwelcome attention of a sexual nature;
- iii. Unwelcome physical touching;
- iv. Threats and intimidation;
- v. Shouting;
- vi. Use of profane language; and
- vii. Persistent rudeness and patronizing behaviour.

4.2 "Complaint" is a complaint pursuant to this policy.

4.3 "Complaint Process" is the process for dealing with complaints pursuant to this policy.

4.4 "Discrimination" is differential treatment on the basis of Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or criminal or summary conviction that is unrelated to the employment or to the intended-employment of the person.

4.5 "Retaliation" is any adverse action taken against an individual for invoking this policy in good faith or participating or cooperating in any investigation under this policy.

4.6 "Staff" are individuals employed by SUVCC.

4.7 "Directors" are members of the SUVCC board of directors.

4.8 "Volunteers" are SUVCC members who assist with the work of SUVCC.

Section 5. Expected Standards of Conduct

All SUVCC staff, directors, volunteers, contractors, and consultants. have a responsibility to follow this policy and are expected to promote and maintain a respectful work environment free of bullying and harassment or discrimination by:

- i. Conducting themselves in a manner that demonstrates professional conduct, respect for others, and that honours diversity and inclusion in the workplace.
- ii. Reporting any behaviour that may be in violation of this policy to the Executive Director and Staff Relations Officer.
- iii. Participating fully and in good faith in the complaint process under this policy.
- iv. Bullying and harassment, discrimination, and retaliation are prohibited

Section 6. Roles and Responsibilities

- 6.1 Executive Director and Staff Relations Officer are responsible for receiving and investigating complaints as expeditiously as possible.
- 6.2 SUVCC expects all participants to cooperate in the timely disposition of any complaint.
- 6.3 All SUVCC staff, directors, volunteers, contractors, and consultants are responsible for following this policy to ensure that the work environment is free from discrimination, bullying and harassment.

Section 7. Confidentiality

- 7.1 To protect the interests of everyone involved, confidentiality will be maintained throughout the complaint process to the extent possible. All information relating to a complaint (including contents of meetings, interviews, etc.) will be disclosed only to the extent necessary to carry out the procedures under this policy or as required by law.
- 7.2 All SUVCC staff, directors, volunteers, contractors, and consultants are expected to respect and preserve the confidentiality of all complaints and complaint processes. This includes refraining from discussions or releasing information in any form except for the purpose of compliance with this policy or as required by law. Failure to maintain confidentiality may result in disciplinary action up to and including termination of employment, voluntary resignation, or dismissal from position.
- 7.3 Any third party retained to mediate or investigate a complaint under this policy is subject to the confidentiality provisions of this policy except to the extent necessary to carry out procedures under this policy or where disclosure is required by law.
- 7.4 Information collected and retained pursuant to this policy is subject to the Personal Information Protection Act, SBC 2003, c. 63.

Section 8. No Retaliation

SUVCC will not tolerate retaliation in any form against anyone with respect to this policy. Any form of retaliation will be considered a violation of this policy and may result in disciplinary action including dismissal, termination of employment, voluntary resignation, or dismissal from position.

Section 9. False Complaints

Any person who makes a complaint under this policy that they know is untrue may be subject to discipline up to and including dismissal from a position.

Section 10. Complaint Process

- 10.1 A person who considers that they, or someone else, has been subjected to bullying and harassment or discrimination is encouraged to follow the complaint process set out in Appendix "I" of this policy.
- 10.2 Members of CUPE Local 15 may submit a complaint pursuant to Article 23 of the collective agreement between SUVCC and CUPE Local 15 instead of a complaint pursuant to this policy.

Section 11. Annual Review

The Executive Director and Staff Relations Officer shall review this policy annually, taking into consideration any incidents that occurred since the last review and if necessary present recommendations for changes to the Budget and Operations Committee.

Appendix “I” Complaint Process

A person may pursue a complaint regarding a breach of this policy as follows:

1. Informal Intervention:

If a person is not comfortable bringing the matter directly to the attention of the person whose behaviour is at issue or where such an approach is attempted and does not produce a satisfactory result, the person may seek assistance from the Executive Director and Staff Relations Officer.

The Executive Director and Staff Relations Officer may take action to resolve the matter, including any one or more of the following:

- i. Speaking with the person(s) whose behaviour is at issue;
- ii. Facilitating communication between the persons involved; and
- iii. Attempting to mediate a resolution to the matter, or retaining a third party to attempt to mediate a resolution to the matter.

2. Formal Complaint:

A formal complaint may be made in writing and should include the following:

- i. The name and contact information of the complainant(s);
- ii. The name(s) of the accused harasser;
- iii. The name(s) of any witness to the incident(s);
- iv. The location, date, and time of the incident(s);
- v. Details regarding the incident(s), including the conduct and/or words used by the accused harasser that led to the complaint;
- vi. Any supporting documents or records;
- vii. The remedy the complainant is requesting

Complaints shall be received by the Executive Director and Staff Relations Officer who will investigate to determine if the complaint is valid and take action to resolve the matter.

In the case that the complaint involves the Executive Director, the Staff Relations Officer will designate another Union Staff person to replace the Executive Director in the process;

In the case that the complaint involves the Staff Relations Officer, the Executive Director will designate another member of the Board of Directors to replace the Staff Relations Officer in the process;

The Executive Director and Staff Relations Officer shall report the findings and outcome of their investigation to the complainant in writing;

The Executive Director and Staff Relations Officer shall report the findings and outcome of their investigation to the Board of Directors, in such a way as to protect the privacy of those involved.