

## RESPECTFUL WORKPLACE AND LEARNING ENVIRONMENT POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional Category:</b>	Human Resources
<b>Approval Date:</b>	June 14, 2017
<b>Effective Date:</b>	July 6, 2017
<b>Policy Owner:</b>	Vice President, People
<b>Policy Administrator:</b>	Senior Manager, Talent

### Objective:

NorQuest College (college) will provide a work and learning environment that promotes and protects values and behaviors exemplifying fairness and respect for all people.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Policy:

The college expects all individuals employed by the college or who are physically on college premises for any reason to respect the dignity and individuality of all persons, and the rights and property of others. They are expected to respect and strive to learn from differences in people, ideas, and opinions.

Disrespectful behavior is unacceptable and will not be tolerated by the college. All individuals have a personal responsibility to respond directly to situations in which disrespectful behavior is displayed and to report the observed behavior.

This policy covers all college related activities and events, whether they occur on or off the college premises, and includes any activities related to employment or studies with the college, travel on business for the college and telephone or computer usage.

#### **Rights and Responsibilities**

Everyone has the right to learn, work, visit or be involved with the college in a safe environment that supports freedom and respect for individuals. Everyone also has a duty to behave in a responsible manner in accordance with these expectations as well as collective agreements, employment contracts, terms and conditions of employment, the Code of Student Conduct: Academic Integrity and [Non-Academic Misconduct Procedure](#) and the [Code of Conduct Policy](#).

The college is responsible for:

- posting these expectations for a respectful workplace and learning environment,
- discussing these expectations at staff meetings and student orientations,
- promptly investigating every complaint of disrespectful behavior,
- imposing appropriate disciplinary measures when a complaint of disrespectful behavior is substantiated,
- providing advice and support, which may include counseling to victims of disrespectful behavior,
- providing advice and counseling where appropriate to wrongdoers, and
- appointing persons to receive and investigate complaints.

## Definitions:

**Bullying:** is considered a form of harassment and will not be tolerated. Bullying should not be confused with direct management styles – it is negative and persistent abuse. Bullying is defined as repeated, persistent, continuous behavior as opposed to a single negative act and is generally associated with a power imbalance between the victim and the perpetrator. Workplace bullying is a repeated pattern of behavior intended to intimidate, offend, degrade, or humiliate a particular person or group. Bullying includes:

- Social isolation
- Creating and/or spreading rumors
- Personal attack of a person's personal life and/or personal attributes
- Excessive or unjustified criticism
- Over-monitoring of work
- Verbal aggression
- Withholding information
- Trivial fault finding
- Replacing proper work with demeaning jobs
- Setting unrealistic goals or deadlines

The above list is biased towards the working environment and working relationships but many apply in the learning environment as well.

**Disrespectful behavior:** means behavior that fails to respect the dignity and individuality of others including discrimination, harassment, bullying, putting down, yelling and sexual harassment.

**Discrimination:** is an action or behavior that results in unfavorable, adverse treatment or preferential treatment related to prohibited grounds. Examples of discrimination include (but are not limited to): refusal to provide goods, services or facilities; exclusion from employment or employment benefits; refusal to work with, teach or study with someone; or failure to provide physical access.

**Employee:** includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts and/or collective agreements.

**Harassment:** Means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety. This may include (i) 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 (ii) a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site."

Harassment can occur between peers, students, student to faculty, faculty to student, persons in position of power, and between other individuals. Examples of harassment include (but are not limited to): gestures; remarks; jokes; taunting; innuendo; display of offensive materials; offensive graffiti; threats; verbal or physical assault; unwarranted imposition of academic penalties; hazing; stalking; shunning or exclusion.

**Prohibited grounds:** are those grounds protected by human rights legislation, and in particular:

- race,
- religious beliefs,
- color,
- gender (including pregnancy),
- physical disability,
- mental disability,
- age,
- ancestry,
- place of origin,
- marital status,
- source of income,
- family status,
- sexual orientation,
- ethnic origin (culture, language, dialect, accent or custom),
- citizenship,
- creed, and
- further and other grounds as added to the legislation.

**Sexual harassment:** unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Incidents of sexual harassment include but are not limited to, situations in which:

- such conduct has the purpose or effect of interfering with a student’s academic performance or an employee’s work performance, or creating an intimidating, hostile, or offensive learning or working environment;
- submission to such conduct is made either explicitly or implicitly a term or condition of employment, or of the teaching and learning process; or;
- submission to or rejection of such conduct is used in employment or academic decisions affecting that employee or student.

Examples of sexual harassment include, but are not limited to, comments or conduct of a sexual nature, such as leering, “dirty” jokes, gestures, pictures, pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature. It can occur through the use of technology as well as in person. The behavior need not be intentional in order to be considered sexual harassment.

Sexual violence: a broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual abuse, stalking, sexual harassment and sexual assault.

**Related NorQuest College Information:**

- [Academic Misconduct Procedure](#)
- [Code of Conduct Policy](#)
- [Code of Conduct & Respectful Workplace & Learning Environment Complaints & Investigation Procedure](#)
- [Non-Academic Misconduct Procedure](#)
- [NorQuest College Vision, Mission & Values](#)
- [Safe Disclosure Policy](#)
- [Safe Disclosure Procedure](#)
- [Sexual Violence Policy](#)

**Related External Information:**

N/A

**Next Review Date:**

June 2021

**Revision History:**

December 2012: (replaces Standard Practice 7.23: Respectful Workplace and Learning Environment)

March 2013: updated

August 2013: update for document links and branding

November 2014: update for change in policy owner and document links

July 2015: update document standards, document links and next review date

June 2017: update wording, next review date and Owner/Administrator

May 2018: replaced definition of Harassment to align with Bill 30

August 2019: Compliance Office template & reorganization update

December 2019: update to the definition of Harassment