

# DECISION/DIRECTION NOTE

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**Title:** Respectful Workplace Policy

**Date Prepared:** December 4, 2019

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Dave Lane, Finance & Administration

**Ward:** N/A

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**Decision/Direction Required:** Approval of a Respectful Workplace Policy.

## **Discussion – Background and Current Status:**

Informed by the findings of the Quality of Work Life Survey, the Senior Executive Committee and Council directed the development of a Respectful Workplace Policy to confirm the City's commitment to creating and maintaining a healthy, safe, inclusive, and respectful workplace.

This policy incorporates best practices and provides guidance and expectations for respectful behavior. It discusses types of disrespectful behavior (including harassment, discrimination, sexual harassment, sexual solicitation, and violence) and responsibilities for supporting a respectful workplace.

In addition to applying to internal stakeholders, the policy will also apply to situations where employees are threatened with and/or subjected to harassment, discrimination, or violence in the workplace from external individuals, such as members of the public and suppliers.

## **Key Considerations/Implications:**

1. **Budget/Financial Implications:** There are not expected to be any net financial changes as a result of the policy.
2. **Partners or Other Stakeholders:** Other internal departments such as Legal Department and Inclusion Services Division, Department of Community Services
3. **Alignment with Strategic Directions/Adopted Plans:** This policy aligns with the "An Effective City" strategic direction and is included as an initiative in the related goal (E1 - Work with our employees to improve organizational performance through effective processes and policies).

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4. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the policy. References to the revised Occupational Health and Safety Regulations have been made as these changes will be effective on January 1, 2020.
5. Privacy Implications: Any personal information will be managed in accordance with the City's Privacy Management Policy.
6. Engagement and Communications Considerations: The Division of Human Resources is working with the Marketing and Office Services Division regarding a communications plan.
7. Human Resource Implications: Human Resources Division will conduct investigation and provide conflict coaching and mediation services unless an external resource is deemed more appropriate for a particular situation. No additional human resources are anticipated at this time.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: No applicable.
10. Other Implications: Not applicable.

**Recommendation:** It is recommended that the Council approve the Respectful Workplace Policy

**Prepared by/Date:** Tammy Sheppard, HR Advisor / December 4, 2019

**Reviewed by/Date:** Sarah Hayward, Director, Human Resources / December 4, 2019

**Approved by/Date:** Kevin Breen, City Manager /December 4, 2019

**Attachments:**

Respectful Workplace Policy (draft)