



SECTION 2000: PERSONNEL

POLICY 2020: RESPECTFUL WORKPLACE

- *Date Adopted: December 14, 2016*
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POLICY STATEMENT

The employees of Coast Mountains School District 82 have the right to work in an atmosphere of trust and respect, and the responsibility to work together to create such an atmosphere.

LEGISLATION/REGULATIONS

- The Constitution Act (1982)
 - The Canadian Charter of Rights and Freedoms
 - The Rights of Aboriginal Peoples
- The Multiculturalism Act (RSBC 1996)
- The Human Rights Code (RSBC 1996)
- The Employment Equity Act (1995)
- The Official Languages Act (1985)
- Provincial Standards for Codes of Conduct Order M341/16, September 7, 2016; Authority: School Act 85(1.1), 168(2)(s.1)
- Ministry Document: *Safe, Caring, and Orderly Schools: A Guide*
- Ministry Document: *Diversity in BC Schools: A Framework*
- BC Ministry of Education – Safe, Caring, and Orderly Schools Resources (see <http://www.bced.gov.bc.ca/sco/resources.htm>)
- CMSD82 Policy 1015: Safe, Caring, and Orderly Schools
- CMSD82 Policy 1020: Diversity in Schools
- CMSD82 Policy 1025: Code of Conduct
- CMSD82 Policy 2010: Harassment



POLICY

The Board recognizes its responsibility to provide a healthy, respectful, and productive working environment that fosters the dignity, self-esteem, and fair treatment of all employees.

Coast Mountains School District 82 is committed to maintaining a respectful workplace where all employees enjoy a workplace environment in which they are valued, respected and are treated with dignity.

Through its policies and procedures, the Board is committed to maintaining a positive workplace where people feel safe, supported, engaged, and challenged, and where positive relationships enable people to deal constructively with the challenges, tensions, and conflicts that inevitably occur within the workplace.

This document contains an outline of the standards of conduct required of all employees in the school district. Employees should read this document, and, if necessary, seek clarification in order to avoid placing themselves in conflict with the standards. These standards protect employees. The Board of Education believes that the highest standards of conduct among its employees are essential to maintain and enhance the public's trust and confidence in the public school system.

A respectful workplace is one in which all employees, students and members of the public demonstrate:

- Respectful behaviour at all times;
- Mutual respect for all;
- Collaborative working relationships;
- Inclusion of other people based on the principles of human rights legislation;
- Constructive management of differences including respectful dispute resolution and conflict management - differences are understood to be a fact of life and are managed through dispute resolution processes;
- Support - individuals are supported to learn and practice dispute resolution and respectful workplace skills; and
- An appropriate use of authority when supervising.

This policy is not intended to limit or constrain the reasonable exercise of management responsibilities and functions. All employees have the right to report, in good faith, inappropriate behaviour without fear of retaliation.

All employees who do not adhere to this policy may be subject to disciplinary action.



POLICY *(continued)*

Expectations

Employees should contact their supervisor for advice and assistance if they have any questions about the interpretation or application of this document.

Employees have a duty of loyalty to the Board as their employer. The duty of loyalty requires employees, irrespective of political preferences or affiliations, to serve the employer to the best of their ability. The honesty and integrity of the school system demands that the impartiality of employees, in the conduct of their duties, be above suspicion. Employees' conduct should instill confidence and trust and must not bring the school system into disrepute.

Confidential information that employees receive through their employment must not be divulged to anyone other than persons who are authorized to receive the information.

Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing it. Caution and discretion in handling confidential information extends to disclosure made inside and outside of the workplace and continues to apply after the employment relationship ceases.

Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest or as a means of making personal gains.

Failure to maintain respectful conduct may lead to discipline up to and including termination of employment, revocation of admitting privileges and/or cancellation of contract.