



CUPE Local 15 RESPECTFUL WORKPLACE POLICY

Respectful Workplace Policy	
Policy Effective	August 18, 2022
Final Approver	Executive Board
Responsibility	President/Secretary-Treasurer/Staff Advisory Committee
Policy Review	Every 5 Years
Appendices	I. Complaint Process

1.0 Purpose

The purpose of the CUPE Local 15 Respectful Workplace Policy (the “Policy”) is to:

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

2.0 Policy Statement

- 2.1 CUPE Local 15 is committed to providing an inclusive, welcoming, and respectful work environment free from discrimination, and bullying and harassment. CUPE Local 15 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. CUPE Local 15 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.

3.0 Scope

- 3.1 This policy applies to all CUPE Local 15 staff, officers, board and committee members, 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. CUPE Local 15 office;
 - ii. Any other location where activities of CUPE Local 15 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.

4.0 Definitions

“Board and Committee Members” are members of the CUPE Local 15 Executive Board, Society Board and its respective committees.

“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:

- 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;
- iv. Unwelcome physical touching;
- v. Threats and intimidation;
- vi. Shouting;
- vii. Use of profane language; and
- viii. Persistent rudeness and patronizing behaviour.

“Complaint” is a complaint pursuant to this policy.

“Complaint Process” is the process for dealing with complaints pursuant to this policy.

“Discrimination” is differential treatment on the basis of 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.

“Officers” are the President, Secretary-Treasurer, First and Second Vice Presidents and the Executive Members at Large of CUPE Local 15.

“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.

“Staff” are individuals employed by CUPE Local 15.

5.0 Expected Standards of Conduct

- 5.1 All CUPE Local 15 staff, officers, board and committee members, 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 Office Manager/ Secretary-Treasurer of CUPE Local 15.
 - iii. Participating fully and in good faith in the complaint process under this policy.
- 5.2 Bullying and harassment, discrimination, and retaliation are prohibited.

6.0 Roles and Responsibilities

- 6.1 The Executive Board of CUPE Local 15 is responsible for approving and reviewing this policy.
- 6.2 The President, the Secretary-Treasurer, and the Staff Advisory Committee of CUPE Local 15 are responsible for the oversight and management of respectful workplace practices at CUPE Local 15.
- 6.3 All CUPE Local 15 staff, committee members, contractors, and consultants are responsible for following this policy to ensure that the work environment is free from discrimination, bullying and harassment.

7.0 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 CUPE Local 15 staff, officers, board and committee members, 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 via the CUPE National Trial Process.
- 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.

8.0 No Retaliation

- 8.1 CUPE Local 15 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 via the CUPE National Trial Process.

9.0 False Complaints

- 9.1 Any person who makes a complaint under this policy that he or she knows is untrue may be subject to discipline up to and including dismissal from a position via CUPE National Trial Process or termination of employment.


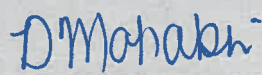
10.0 Complaint Process

- 10.1 A person who considers that he or she, 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 BC Union Workers' Union may submit a complaint pursuant to Article 17.1 (b, c, d) of the collective agreement between CUPE Local 15 and BCUWU instead of a complaint pursuant to this policy.

11. Other Remedies

This policy is in addition to, and not in substitution for, any rights individuals may have under the *BC Human Rights Code*.

12. CUPE LOCAL 15 RESPECTFUL WORKPLACE POLICY APPROVAL

Approved By:	
CUPE Local 15 Executive Board	
Warren Williams President, CUPE Local 15 Signature: 	
Date: August 18, 2022	
Debbie Mohabir Secretary-Treasurer, CUPE Local 15 Signature: 	
Date: August 18, 2022	

CUPE LOCAL 15 RESPECTFUL WORKPLACE POLICY

Effective Date: August 18, 2022

APPENDIX "I" Complaint Process

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

Informal Resolution:

A person who considers that he or she, or someone else, has been subjected to bullying and harassment or discrimination is encouraged to:

- i. Bring the matter to the attention of the person responsible for the conduct, advise them in a reasonable and appropriate manner that their behaviour is inappropriate, and ask them to stop.
- ii. Document all the relevant facts (date, time, location, circumstances, witnesses, etc.).

Formal 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 Secretary-Treasurer/Office Manager of CUPE Local 15 or, if the conduct of Secretary-Treasurer/Office Manager is at issue, from the President of CUPE Local 15.

The Secretary-Treasurer/Office Manager 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.

Formal Complaint:

A formal complaint may be made in writing using the CUPE Local 15 Respectful Workplace Policy complaint form available at CUPE Local 15 office and submit it to the Secretary-Treasurer of CUPE Local 15 or the President of CUPE Local 15 if the Secretary-Treasurer is the respondent.

The Secretary-Treasurer or the President may take action to resolve the complaint, 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 complaint, or retaining a third party to attempt to mediate a resolution to the matter.

If the complaint is not resolved, the CUPE Local 15 SAC will investigate the complaint, and may retain a third party to conduct the investigation and issue recommendations. The affected parties will be advised of the results of the investigation and CUPE Local 15 will take appropriate action to ensure that the workplace is free from discrimination, bullying and harassment.



CUPE LOCAL 15 RESPECTFUL WORKPLACE POLICY - COMPLAINT FORM

Effective Date: August 18, 2022

(use additional pages if necessary)

Complainant Information	
Name:	
Contact Phone:	
Contact Email:	
Current Role:	
Complainant	
On what grounds do you believe the incident violates the Respectful Workplace Policy:	
Details of the Complaint:	
Date & Time the Incident Occurred:	
Witness to Alleged Incident (Name & Contact)	
Respondent (Person you allege committed the violation)	
Name:	
Current Role:	
Verification	
By signing this, I am agreeing to provide a copy of this Complaint Form to the respondent and any third party mediator or investigator.	
Signature:	Date: