

Policy Title: Respect and Dignity

Policy #: B-105

Date adopted by Council: August 15, 2023



1. POLICY STATEMENT

In order to establish safe and effective workplace environments for staff, the Municipality will ensure that all facilities and virtual spaces are environments of respect and dignity.

2. PURPOSE

In support of all employees' right to a safe and respectful workplace, to authorize the establishment of guidelines and standards for the behaviour of the public in their interactions with municipal staff, and to establish consequences for non-compliance with such standards.

3. SCOPE

This policy applies to any physical or virtual environment where the public interacts with municipal staff.

4. DEFINITIONS

"Respect" means the fundamental principles which guide the behavior of individuals interacting with the Municipality, which includes treating municipal staff with civility, consideration and fairness.

"Dignity" means the inherent worth and value of every individual, regardless of their background, identity or circumstance.

5. RESPONSIBILITIES

Council

- Model respectful and civil behavior;
- Support and promote opportunities for the CAO and Senior Leadership Team to further the implementation of this policy across the Municipality; and
- Review this policy as per the *Policy Development and Review Policy* cycle and approve changes as required.

CAO

- Model respectful and civil behavior;
- Delegate administrative resources to support this policy; and
- Approve any procedures related to this policy.

Directors and Managers

- Model respectful and civil behavior;
- Ensure that all staff read and are oriented to the Respect and Dignity Policy;
- Monitor workplaces to ensure the principles of this policy are followed; and
- Support and promote opportunities for staff to implement this policy.

All Staff

- Read and understand the Respect and Dignity policy; and
- Perform duties in accordance with the principles set out in this policy.