



# Respectful Workplace Policy

## Policy Statement

The demonstration of respect is the commitment and responsibility of every Mighty Peace Watershed Alliance employee, Director of the Board, and organization member. Inappropriate behaviour, including bullying and harassment, will not be tolerated in our workplace.

## Definitions

**Bullying** is a repeated pattern of negative behaviour aimed at a specific person or group.

**Workplace harassment** is unwelcome conduct based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or of any other person.

**Violence (workplace violence)**, according to the Occupational Health and Safety Code, Part 1: “whether at a worksite or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.” Employees must notify their supervisor of all incidents of workplace violence even if there was no physical injury.

## Guiding Values

The Mighty Peace Watershed Alliance has agreed to a set of shared values:

<b>Respect a diversity of peoples and values</b>	By demonstrating individual and collective respect for the air, land and water and by appreciating the diversity of values and opinions found in the Peace watershed.
<b>Be an ambassador for the Peace watershed</b>	By promoting our vision and mission, demonstrating integrity, accountability and practicality, and practicing effective communication, knowledge-building and consensus decision-making.
<b>Be a trustworthy and credible source of information</b>	By being well-informed and providing sound advice through an adaptive watershed approach that integrates traditional, local and scientific knowledge in information-gathering and problem-solving.
<b>Be fair and transparent to all</b>	By seeking balanced representation and listening to all stakeholders in an open, transparent manner.
<b>Be inclusive and collaborative</b>	By facilitating inclusive and collaborative processes and partnerships, promoting membership and interaction, and providing opportunities for all stakeholders to be involved.
<b>Be innovative and action-oriented</b>	By being motivated, resourceful and action-oriented in finding new, innovative ideas and win-win solutions.
<b>Foster Stewardship</b>	By encouraging and enabling individuals and organizations to be good stewards of the watershed.

The MPWA is committed to sustaining an organization where employees, directors and members feel engaged and are happy to come to work and/or volunteer. This commitment is further supported by the understanding that these basic values will be upheld:

**RESPECT:** We foster respect by contributing to an environment in which each individual is valued and heard and by treating others as we wish to be treated.

**ACCOUNTABILITY:** We take accountability by being responsible for our actions, contributing to a positive and collaborative work environment and effectiveness of the public service, and by continuously developing our own and others' competencies.

**INTEGRITY:** We demonstrate integrity by modelling the way and behaving ethically with open, honest communication to build working relationships based on trust.

**EXCELLENCE:** We achieve excellence through continuous improvement, developing leadership at all levels, and embracing innovation and risk taking.

These values provide a common understanding of the behaviours expected of the staff, Directors and Members of the MPWA. They describe how we go about doing our best work and ensure that this is as important as delivering on our targets.

## Responsibilities

1. We are all responsible for ensuring that our actions and words contribute to a respectful work environment.
2. We are all accountable for the results of our actions, regardless of our intent.
3. We all understand that disrespectful behaviours will not be tolerated.
4. Whenever appropriate, we will address issues of disrespectful behavior with the person or people directly involved.
5. If the direct address does not prove successful resolution, staff will report to the Executive Director. In the event that the concern is with the Executive Director, then the report is to be directed to the Chair of the Board, who will then address the situation with the Executive Director as required.
6. If a Director or member of the organization can not find resolution with a staff member by direct address, then the Director or member needs to discuss with the Executive Director (as the supervisor of all staff).
7. If the issue involves a Director and the direct address does not prove successful; then the person involved, the Executive Director, and the Chair of the Board will discuss further steps in addressing the situation.