Sample Workplace Respect Policy

This Workplace Respect policy is intended to be a sample only. It is not intended to reflect the needs of all employers. Rather it is meant to provide employers with a guideline for the major provisions which should be included in an effective policy in order to make it sound, workable, accepted and used.

Sample Policy

ABC Organization is firmly committed to ensuring a positive and professional working environment in which all people are treated with respect and dignity.

We believe in a proactive approach to workplace respect and are committed to providing employees with a healthy and safe workplace, free from physical or psychological bullying, harassment and violence. A respectful work environment is a place where employees are actively living by our core values.

This policy prohibits all forms of bullying, harassment and violence (hereinafter, referred to as a violation of “respect”) by management, supervisors, workers, subcontractors, suppliers and clients.

Violations of respect will be investigated and if substantiated will be dealt with expeditiously. To support the objective of providing all employees with a healthy safe workplace, it is required that managers, supervisors and workers take preventative action to ensure that risks to individual’s health and safety due to violations of respect are eliminated or reported.
**Bullying** – definition Bullying is interpersonal hostility that is deliberate, repeated and sufficiently severe as to harm the targeted person’s health, safety or economic status. It is driven by the perpetrator’s (bully’s) need to control another individual, not by a legitimate business need.

**Harassment** – definition Harassment occurs when a worker is subjected to unwelcome verbal or physical conduct because of: • race • age • religious beliefs • colour • place of origin • gender • mental or physical disability • ancestry • marital status • sexual orientation • source of income • family status of that person or of any other person

**Violence** – definition Violence 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. These acts include threats, menacing or threatening behaviour and all types of physical or verbal assaults.

Employees are encouraged to seek resolution of the incident. Investigations will be conducted with as much confidentiality as can practicably be afforded. Investigators will advise workers involved or consulted through the course of the investigation that discretion is an important part of the process.