

Town of Aylmer

Subject: **Commitment to a Civil Workplace Environment and Workplace Interactions**

Human Resources Policy Manual

Policy Number: 2.13

Code – FT, PPT, CAS, CNT, VFD, CNL

Date Approved: June 4, 2012

Our Commitment

The Town of Aylmer values all members of this workplace community. The Town of Aylmer is committed to ensuring that all members of this workplace community experience the following:

1. A **civil** and **respectful** workplace environment.
2. Interactions, communications and dealings with all individuals in the workplace community should always be **polite, supportive, civil, constructive and respectful** (including but not limited to co-workers, supervisors, managers, councillors, etc.)

The Town of Aylmer is committed to securing, maintaining, enforcing and reinforcing a workplace environment and workplace communications and interactions that are **civil, respectful and valuing** of all members of our workplace community.

Understanding the Standards of Conduct Required

Acceptable Conduct

All members of the community are to ensure that all communications and interactions are pursued at all times in a **professional, business-like, respectful and civil manner**, both in terms of tone and content.

Unacceptable Conduct

All members of the community are to avoid any communications or interactions that as a result of their content or tone would be **offensive, threatening, or embarrassing** to the recipient. Conduct that is inconsistent with our commitment to a civil and respectful workplace includes but is not limited to the following:

- Yelling or screaming.
- Volatile displays of temper or anger.
- Rude, demeaning and belittling remarks directed at anyone in the workplace.
- Directing foul and abusive language to anyone in the workplace.

The Law

Legal developments require employers to provide a civil and respectful workplace environment and interaction. The law requires all workplace participants (*employees, supervisors, managers*) to contribute to a civil and respectful workplace by ensuring that your individual dealings and interactions with each other are consistent with the required standards of conduct. The law prohibits **personal harassment**, which is conduct that exposes employees to abusive, hostile, uncivil, or disrespectful workplace dealings (*yelling, screaming, belittling, demeaning, berating*). Anyone who exposes other members of the workplace and/or community, to personal harassment place themselves at risk in terms of legal liabilities, including damages and exposes themselves to corrective disciplinary action.

Our Shared Responsibilities as a Workplace Community

We have a mutual interest and shared responsibilities in connection with securing and maintaining a civil and respectful workplace environment and workplace interactions:

Our Commitment as Employer:

The Town of Aylmer is committed to ensuring all employees contribute to a civil and respectful workplace environment by pursuing the following initiatives:

1. Ensuring all members of this community (*employees, supervisors, managers, councillors*) understand the standards of conduct expected of them.
2. Empowering you to require respectful and civil treatment by communicating your expectations in this regard.
3. Reinforcing and enforcing acceptable conduct. Anyone who engages in communications or conduct falling below the standards discussed herein will expose themselves to corrective counseling and discipline.

Responsibilities of Supervisors and Managers:

Given your responsibility for other employees, you are responsible for ensuring the following:

1. At all times your dealings with employees and with each other are conducted in a civil, respectful and professional manner.
2. Taking the necessary steps to ensure that employees conduct themselves in a manner consistent with our commitment to a civil and respectful workplace. This includes responding to any incidents of conduct falling below the standards outlined in this policy that come to your attention.

Responsibilities of Employees:

1. Ensuring that you communicate and interact with your co-workers, managers and supervisors in a civil, courteous and respectful manner.
2. Communicate to your peers or persons in authority (*supervisors and managers*) or human resources any concerns you have of being exposed to any communications or interactions inconsistent with our commitment to a civil and respectful workplace.

A civil, respectful and supportive work environment in which all members of this workplace community feel secure, respected and valued is secured and maintained when we commit as a community to such an environment.