



Respectful Workplace Policy

Version 3
Sept. 27, 2023
Human resources

Respectful Workplace Policy

1. Table of Contents

2.	Introduction	2
2.1	Policy statement	2
2.2	Purpose	2
2.3	Definitions.....	2
3.	Policy.....	3
3.1	Duties and responsibilities.....	3
3.1.1	All AMVIC	3
3.1.2	Management.....	3
3.2	Application of the policy	4
3.2.1	Informal resolution	4
3.2.2	Formal complaint.....	4
3.2.3	Confidentiality.....	4
3.2.4	Good faith requirement	5
3.2.5	Protection from retaliation	5
3.2.6	Consequences of policy violation.....	5
4.	Administration.....	5
4.1	Related documents and legislation.....	5
4.2	Procedures.....	5
4.3	Forms	5
4.4	Amendment history	6
4.5	Scheduled review date.....	6
5.	Appendix A.....	7
6.	Form A.....	10

Respectful Workplace Policy

2. Introduction

2.1 Policy statement

The Alberta Motor Vehicle Industry Council (AMVIC) is committed to promoting and providing a respectful workplace that is free from disrespectful, unacceptable behaviour including harassment, violence or discrimination.

2.2 Purpose

AMVIC will not tolerate harassment, violence or discrimination in the workplace from anyone.

This policy identifies disrespectful, unacceptable behaviour that will not be tolerated in the workplace. It targets actions and conduct that are verbal, physical, sexual, psychological, written, copied, typed, texted, recorded, or otherwise communicated to others in the workplace.

The policy is designed to increase awareness and discourage disrespectful, unacceptable behaviour of any type and to deal quickly and effectively with any incident that might occur. It also provides guidelines for persons seeking advice about making a complaint. This policy is not meant to override applicable provincial or federal laws. Nothing in this policy prevents anyone from reporting a violation or filing a complaint pursuant to the *Alberta Human Rights Act*, *Occupational Health and Safety Act* or any other applicable legislation.

2.3 Definitions

In this policy:

- i. “All AMVIC” means an officer, senior official, chief executive officer, Board of Directors, full and part-time employees of AMVIC, or anyone working on behalf of AMVIC.
- ii. “discrimination” means any act, omission, threat, policy, practice or term of employment which causes differential treatment or otherwise adversely affects All AMVIC in the course of employment or applying for employment with AMVIC, and the act or practice is based on a protected ground under *Alberta Human Rights Act*, including 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 or any other protected ground of discrimination.
- iii. “harassment” means objectionable or unwelcome conduct by a person that the person knew or ought reasonably to have known would harm or cause offence, humiliation, degradation, or embarrassment, or which generally causes a hostile, intimidating, or abusive work environment or otherwise adversely affects the health and safety of another person. Although it often involves a pattern of behaviour, in some circumstances a single incident may constitute harassment.

Respectful Workplace Policy

Harassment includes bullying, which can consist of verbal, physical, psychological or cyber abuse.

- iv. “sexual harassment” means any single or repeated incidents of objectionable or unwelcome conduct of a sexual nature that an employee knows or reasonably ought to know would cause offence, humiliation, degradation, embarrassment or would reasonably be understood to place a condition of a sexual nature on the employment relationship. Sexual harassment is a form of sex-based discrimination.
- v. “violence” means any threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.
- vi. “workplace” means any place where AMVIC business is carried out, and includes all AMVIC offices, home offices, conferences, training sessions, trade shows, vehicles, work assignments, work-related social gatherings or events.

Reasonable conduct and feedback by supervisors and managers relating to the management and performance of All AMVIC is not workplace harassment or discrimination.

See Appendix A for examples of harassment, sexual harassment and violence.

3. Policy

3.1 Duties and responsibilities

3.1.1 All AMVIC

All AMVIC are expected to:

- Review this policy at the time of onboarding or orientation and reaffirm every year thereafter. Anyone receiving a promotion that may include supervisory responsibilities is also required to review this policy at the time of the promotion and reaffirm every year thereafter;
- Promote a respectful workplace and refrain from causing or participating in harassment, violence or discrimination of All AMVIC or any other individuals in the workplace; and
- Report instances of harassment, violence or discrimination in the workplace in a timely manner.

3.1.2 Management

Managers, supervisors and human resources are required to:

- Provide education and training to All AMVIC in relation to this policy;
- Support and assist All AMVIC who may be affected by harassment, violence or discrimination in the workplace. Under no circumstances should a complaint be dismissed or downplayed, nor should the complainant be told to deal with it personally; and

Respectful Workplace Policy

- Take reasonable steps to prevent and effectively deal with harassment, violence or discrimination in the workplace.

3.2 Application of the policy

3.2.1 Informal resolution

Any person subjected to harassment, violence or discrimination in the workplace is encouraged to advise the offender that their behaviour is unwelcome, objectionable and must stop and is empowered to remove themselves from the situation. AMVIC recognizes this is not always possible or appropriate depending on the circumstances and that this attempt at an informal resolution is not required as a precondition to make a formal complaint.

3.2.2 Formal complaint

Any person subjected to harassment, violence or discrimination in the workplace should, where appropriate, go to a safe location and immediately report the incident to their supervisor, manager or human resources. In the case of a serious or imminent threat of physical harm to themselves or any person as a result of workplace violence, the person should contact the police.

Complaints may be initiated by reporting the incident to your supervisor, manager or human resources either verbally or by completing the attached form.

All supervisors and managers must notify human resources immediately of any incidents of harassment, violence or discrimination in the workplace so that AMVIC can conduct a prompt and thorough investigation.

AMVIC will investigate all incidents of harassment, violence or discrimination in the workplace and will take corrective action where appropriate.

3.2.3 Confidentiality

All information relating to a complaint of harassment, violence or discrimination in the workplace will be kept in strict confidence to the extent possible, consistent with AMVIC's need to conduct an adequate investigation and having regard to AMVIC's responsibilities under the *Freedom of Information and Protection of Privacy Act*.

Respectful Workplace Policy

3.2.4 Good faith requirement

All complaints made under this policy must be made in good faith. If an investigation concludes that a complaint regarding an incident of harassment, violence or discrimination in the workplace was made in bad faith, the complainant may be subject to discipline, up to and including termination. A finding that a complaint was not substantiated does not mean that a complaint was made in bad faith. Whether a complaint is made in bad faith is a question of the complainant's motives for making the complaint.

3.2.5 Protection from retaliation

This policy prohibits retaliation against All AMVIC who have made good faith complaints or provided information regarding a complaint or incident of harassment, violence or discrimination in the workplace. Retaliation will not be tolerated and is considered a breach of this policy. Anyone who retaliates against a person who has provided information about or reported an incident of harassment, violence or discrimination in the workplace in good faith is subject to discipline up to and including termination of employment.

See Appendix A for examples of retaliation.

3.2.6 Consequences of policy violation

Any person from All AMVIC who is found to have violated this policy may be subject to discipline, up to and including termination of employment.

4. Administration

4.1 Related documents and legislation

Alberta Human Rights Act
Occupational Health & Safety Act
AMVIC Employee Handbook
AMVIC Internal Whistleblower Policy

4.2 Procedures

4.3 Forms

Appendix A

Form A – Disclosure form

Respectful Workplace Policy

4.4 Amendment history

Version	Date	Summary of update
1	May 8, 2018	Original, approved
2	June 23, 2020	Regular review and edits for consistency with similar policies.
3.	Sept. 27, 2023	Regular review, no changes made. Reviewed and approved by board of directors.

4.5 Scheduled review date

September 2026

Respectful Workplace Policy

5. Appendix A

Examples of workplace harassment include but are not limited to:

- Abuse of power – the improper use of seniority or power to intimidate, demean or undermine someone;
- Threats, leering, intimidation or insults;
- Repeated negative or derogatory comments, gestures or actions;
- Frequent yelling or shouting;
- “Ganging up” on a person in an intimidating manner;
- Condescending or paternalistic comments that undermine someone else’s work, reputation or confidence;
- Socially isolating, singling out another person or group, or deliberately excluding them from work related activities;
- Taunts or jokes that negatively target or isolate a person or group;
- Malicious gossip or spreading false rumours that result in embarrassment, humiliation or adversely impact a person’s job performance or reputation;
- Persistent, inappropriate, unwelcome inquiries about an individual’s personal life;
- Intentionally sabotaging or interfering with someone’s work or ability to do their work;
- Intentionally withholding relevant information, failing to include a person in relevant communication, or failing to provide a person with the direction that is necessary to perform their essential job function; and
- Derogatory comments, insults, jokes or inappropriate questions based on race religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, or other protected grounds of discrimination included in the *Alberta Human Rights Act*.

The following are examples of legitimate workplace actions that are not harassment when they are carried out in good faith:

- Direct supervision, including discussions about performance expectations;
- Assignment of work and direction on how it is to be accomplished;
- Requests by supervisors for updates or status reports;
- One-on-one work related discussions between managers, supervisors and their staff; and
- Decisions about approval or denial of time off.

Respectful Workplace Policy

Examples of workplace sexual harassment include, but are not limited to:

- Demands for sexual favours;
- Sexual advances, demands or placing sexual conditions by a superior or someone who could influence, or is reasonably perceived as being capable of influencing another person's employment conditions or work opportunities;
- Displaying, posting, emailing or texting sexually offensive materials;
- Inappropriate staring, leering or whistling;
- Objectionable or unwelcome comments about a person's sexual orientation, gender, identity or gender expression;
- Inappropriate or unwanted physical contact such as touching, patting or pinching;
- Comments, gestures and practical jokes of a sexual nature that cause discomfort or embarrassment;
- Persistent expression of sexual interest after being informed that such interest is unwelcome;
- A threat of reprisal or actual reprisal against someone who has refused a sexual invitation;
- Inappropriate comments or inquiries about a person's sex life;
- Actions of a sexual nature that are not directed at a particular person but create an offensive or hostile work environment;
- Unwelcome remarks about a person's physical attributes or appearance;
- Derogatory terms, taunts, threats or other language that is sexual or gender-based; and
- Sexual assault or indecent exposure.

Examples of workplace violence include, but are not limited to:

- Threatening behaviour such as shaking fists, destroying property or throwing objects;
- Verbal or written threats, including to attack someone, sending threatening notes or emails that express an intent to inflict harm;
- Physical attacks such as hitting, pushing, kicking or throwing objects;
- Threats including coercion; and
- Angry, violent outbursts.
- Domestic violence consists of a pattern of behaviour used by one person to gain power and control over another with whom that person has or has had a personal relationship. If acts of domestic violence, such as physical violence, emotional or psychological intimidation, verbal abuse, or stalking happen in or otherwise affect the workplace, such conduct can be addressed under this Policy.

Respectful Workplace Policy

Examples of retaliation include, but are not limited to:

- Unjustified demotion, discipline or termination of employment;
- Threats or other actions that result in intimidation;
- Social isolation by co-workers, supervisors or managers;
- Withdrawal of work or employment opportunities;
- Unjustified negative feedback about an employee's performance, including unsupported negative remarks in performance evaluations;
- Reduction in quality of work assignments or not getting chosen for good assignments; and
- Negative or derogatory comments.

The behaviour listed above is retaliatory in nature if the retaliator is deliberately engaging in the conduct in response to an action that a person has taken in relation to this policy, for example by making a complaint or participating in an investigation in relation to harassment, violence or discrimination in the workplace.

Respectful Workplace Policy

6. Form A

Complaint form

Contact information

Name: _____ Title: _____

Telephone: Work extension: _____ Home: _____ Cell: _____

Alternate email (optional): _____

Best time to contact: _____

Please set out the details of your complaint below. You may add additional pages if more space is needed. Please include:

- a) A description of the complaint;
- b) The name of the individual or individuals alleged to have committed the harassment, violence or discrimination and the date it occurred;
- c) Any additional information that may be reasonably required to investigate the matter set out in the complaint; and
- d) Any available supporting documentation.

Declaration:

I believe that all information provided is true to the best of my knowledge. I understand that all communications with respect to the above will be treated as confidential in accordance with section 3.2.3 of this policy.

Signature

Date