



Policy Name	<b><i>Respectful Workplace</i></b>		
Policy #	HR 6.0	Category	Human Resources
Policy Owner	Associate Vice President, Human Resources	Effective Date	May 10, 2023
Policy Lead	Director, Employee and Labour Relations	Next Review Date	May 10, 2028
Approved by	Executive Management Committee	Approval Date	May 10, 2023

**1.0 Policy Statement**

NAIT believes that excellence in the workplace requires respect for diversity and inclusivity, and that all its employees should be treated in accordance with NAIT Values. To that end, NAIT is committed to creating and maintaining a work environment that is free of bullying, discrimination, harassment/sexual harassment, and violence/sexual violence.

**2.0 Scope**

This Policy applies to NAIT employees.

**3.0 Definitions**

Term	Definition
Bullying	Any persistent and/or deliberate conduct on the part of one or more employees that is objectively hostile, intimidating, or insulting in nature and that reasonably causes another individual to feel belittled, humiliated, intimidated, isolated or undermined.  Bullying may involve verbal, non-verbal, overt or covert, written and/or electronic communication.  The performance of managerial or supervisory duties including performance reviews, performance management, coaching, providing constructive feedback, attendance management, or the imposition of discipline, when done in accordance with NAIT values, does not constitute bullying.
Complainant	A person who makes a formal complaint under the Respectful Workplace Policy and Procedure.
Discrimination	An action or a decision that treats a person or a group poorly for reasons related to the protected grounds listed in the Alberta Human Rights, which can be found at: <a href="https://www.albertahumanrights.ab.ca/Documents/ProtAreasGrounds.pdf">https://www.albertahumanrights.ab.ca/Documents/ProtAreasGrounds.pdf</a>
Formal Complaint	A written statement, submitted by a complainant, outlining violations of, and initiating a complaint under, the Respectful Workplace Policy and Procedure.

Harassment	<p>Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety and may include:</p> <p>(i) Conduct, comment bullying or action based on race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and/or</p> <p>(ii) A sexual solicitation or advance</p> <p>The performance of managerial or supervisory duties including performance reviews, performance management, coaching, providing constructive feedback, attendance management, or the imposition of discipline, when done in accordance with NAIT values, does not constitute harassment.</p>
Respect	Demonstrating behaviours of honesty, integrity, acceptance and trust. This is one of NAIT's values.
Sexual Harassment	One or more unwanted or demeaning remarks, behaviours, or communications of a sexual nature and/or based on sex, gender identity, gender expression, or sexual orientation, where the individual responsible for the remarks, behaviours, or communications knows or ought reasonably to know that these are unwanted or demeaning. This can include but is not limited to requests or demands of a sexual nature, stalking, indecent exposure, voyeurism, touching of non-sexual body parts, creating, acquiring, or distributing sexual images or videos.
Sexual Violence	Under Alberta's Occupational Health and Safety legislation sexual violence is considered a workplace hazard and includes any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship, in a workplace or work-related setting. Sexual violence exists on a continuum and includes on-line forms of sexual violence (e.g. internet threats and harassment) and sexual exploitation.
Violence	The threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic violence.

#### 4.0 Principles

- 4.1** NAIT is committed to eliminating and/or controlling the hazard of bullying, discrimination, harassment/sexual harassment, and violence/sexual violence in the workplace. All employees are obligated to uphold this policy and to work together to prevent workplace bullying, discrimination, harassment/sexual harassment, and violence/sexual violence.
- 4.2** NAIT is committed to providing a complaint, investigation and resolution process that is procedurally fair and respectful. Formal complaints submitted under the policy will be investigated as outlined in the Respectful Workplace Procedure (HR 6.1).
- 4.3** Circumstances related to the incident, as well as names of persons involved will be kept confidential, except where necessary to investigate the incident, to implement corrective actions, to inform staff of potential threat, to communicate the results of the investigation or as required by law (e.g. Freedom of Information and Protection of Privacy Act).

- 4.4 NAIT recognizes this policy is not intended to prevent an employee from exercising rights pursuant to any other law, including the Human Rights Act, Alberta Occupational Health and Safety Act, etc.
- 4.5 NAIT will work diligently to educate, raise awareness, and provide resources to ensure that our workplaces foster the ability to work, learn and express oneself in a positive environment.
- 4.6 NAIT will provide appropriate education and training to employees of NAIT about how to respond to a disclosure or report of bullying, discrimination, harassment/sexual harassment, and violence/sexual violence.

**5.0 Other Related Documents**

Alberta Human Rights Act  
 Alberta Occupational Health and Safety Act NAIT Values  
 Freedom of Information and Protection of Privacy Act  
 GE 2.0 – Code of Ethics and Conduct Policy  
 HR 6.1 – Respectful Workplace Procedure  
 HS 1.0 – Health and Safety Policy  
 HS 1.1 – Health and Safety Participation Procedure  
 HS 3.0 – Gender Based and Sexual Violence Prevention and Response Policy

**Document History**

<i>Date</i>	<i>Action/ Change</i>
January 12, 2016	Executive Approved
September 19, 2018	Revised to align with new OHS legislation – Executive Approved
July 8, 2020	Updated definition of violence
April 25, 2023	Review/update of document
May 10, 2023	Approved by Executive Management Committee