



CUPE BC RESPECTFUL WORKPLACE POLICY

CUPE BC Respectful Workplace Policy	
Policy Effective	June 2019
Final Approver	Executive Board
Responsibility	Executive Director
Policy Review	Every 5 Years
Last Revised	November 2022
Appendices	I. Complaint Process II. Complaint Form

1.0 Purpose

The purpose of the CUPE BC Respectful Workplace Policy (the “Policy”) is to:

- i. Promote and maintain a safe and respectful work environment that is free from Discrimination, Bullying, and Harassment;
- ii. Set out the types of behaviours that may be considered inappropriate; and
- iii. Outline procedures for reporting and addressing inappropriate behaviour should it occur.

2.0 Policy Statement

- 2.1 CUPE BC is committed to providing an inclusive work environment that is welcoming, equitable, respectful, and free from Discrimination, Bullying and Harassment. CUPE BC believes that everyone has the right to work in a professional atmosphere that promotes mutual respect, cooperation, and understanding among coworkers.

- 2.2 Discrimination, Bullying, and Harassment will not be tolerated. CUPE BC encourages reporting of all such behaviour regardless of who the offender may be. All reported or suspected occurrences of such behaviour will be investigated in an impartial and timely manner.

- 2.3 Breaches of this policy may result in disciplinary action up to and including termination of employment or dismissal from position as well as learning opportunities. Off duty conduct which has an impact in the workplace may be subject to this policy.

3.0 Scope

- 3.1 This Policy applies to all CUPE BC Staff, Officers, Board, and Committee members, contractors, consultants, and volunteers.

- 3.2 This Policy applies to all interactions conducted in-person, in writing, by telephone, by email, and through social media in any work-related environment, including:
 - i. CUPE BC offices;
 - ii. Any other location where activities of CUPE BC are being carried out;
 - iii. Official and unofficial work-related social functions;

- iv. Work related conferences or training sessions;
- v. Work-related travel.

3.3 This Policy also applies to all internet and social media posts and interactions that may have an impact in the workplace.

4.0 Definitions

“Board and Committee Members” are members of the CUPE BC Executive Board and its respective committees.

“Bullying” is a form of aggression where there is a power imbalance; the person doing the bullying has power over the person being victimized.

“Harassment” is different from bullying in that it is a form of discrimination. Bullying turns into harassment when the behaviour focuses on one or more of the characteristics as outlined in Discrimination below.

Examples of conduct that may constitute Bullying and Harassment include:

- i. Ostracism (i.e. deliberately excluding a person from work-related social interaction)
- ii. Words, gestures, and actions, the natural consequence of which is to humiliate, undermine, demean, ridicule, or insult
- iii. Unwelcome attention of a sexual nature
- iv. Unwelcome physical touching
- v. Threats and intimidation
- vi. Shouting
- vii. Use of profane language
- viii. Persistent rudeness and patronizing behaviour
- ix. Gaslighting
- x. Microaggressions
- xi. Tone policing
- xii. Sharing humiliating videos or images in person or online

“Complaint” is a complaint pursuant to this Policy.

“Complaint Process” is the process for dealing with Complaints pursuant to this Policy.

“Discrimination” as outlined in the BC Human Rights Code is unfair or prejudicial treatment on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or criminal or summary conviction that is unrelated to the employment or to the intended employment of the person.

“Officers” are the President and the Secretary-Treasurer of CUPE BC.

“Retaliation” is any adverse action taken against an individual for initiating this Policy in good faith or participating or cooperating in any investigation under this Policy. Forms of retaliation can include:

- Demotion or termination
- Reduction of working hours
- Exclusion
- Defamation

“Respectful Workplace” is a place where:

- People can show up as their authentic selves
- There is open and honest communication
- Bias and presumptions are examined and challenged
- Accessibility needs are met and respected
- Diverse lived experiences of persons are acknowledged
- There is clear and fair accountability
- People are free to share their views and beliefs without fear of retaliation

“Staff” are individuals employed by CUPE BC.

5.0 Expected standards of conduct

5.1 All CUPE BC Staff, Officers, Board and Committee Members, contractors, consultants, and volunteers have a responsibility to follow this Policy and are expected to promote and maintain a respectful work environment free of Bullying and Harassment or Discrimination by:

- i. Conducting themselves in a manner that demonstrates professional conduct, respect for others, and that honours diversity and inclusion in the workplace.
- ii. Reporting any behaviour that may be in violation of this Policy to the Executive Director or the Secretary-Treasurer of CUPE BC.
- iii. Participating fully and in good faith in the Complaint Process under this Policy.

5.2 Bullying and Harassment, Discrimination, and Retaliation are prohibited.

6.0 Roles and responsibilities

6.1 The Executive Board of CUPE BC is responsible for approving and reviewing this Policy.

6.2 The President, the Secretary-Treasurer, and the Executive Director of CUPE BC are responsible for the oversight and management of respectful workplace practices at CUPE BC.

6.3 All CUPE BC Staff, Committee Members, contractors, consultants, and volunteers are responsible for following this Policy to ensure that the work environment is free from Discrimination, Bullying, and Harassment.

7.0 Confidentiality

7.1 To protect the interests of everyone involved, confidentiality will be maintained throughout the Complaint Process to the extent possible. All information relating to a Complaint (including contents of meetings, interviews, etc.) will be disclosed only to the extent necessary to carry out the procedures under this Policy or as required by law.

7.2 All CUPE BC Staff, Officers, Board and Committee Members, contractors, consultants, and volunteers are expected to respect and preserve the confidentiality of all Complaints and Complaint Processes. This includes refraining from discussions or releasing information in any form except for the purpose of compliance with this Policy or as required by law. Failure to maintain confidentiality may result in disciplinary action up to and including termination of employment or dismissal from position.

7.3 Any third party retained to mediate or investigate a Complaint under this Policy is subject to the confidentiality provisions of this Policy except to the extent necessary to carry out procedures under this Policy or where disclosure is required by law.

7.4 Information collected and retained pursuant to this Policy is subject to the *Personal Information Protection Act*, SBC 2003, c. 63.

8.0 No Retaliation

8.1 CUPE BC will not tolerate Retaliation in any form against anyone with respect to this Policy. Any form of Retaliation will be considered a violation of this Policy and may result in disciplinary action including dismissal termination of employment or dismissal from position.

8.2 CUPE BC will follow all legal provisions for retaliation and grant the right to address problematic, discriminatory or unethical behaviours. Whether these issues are found to be true or false, CUPE BC commits to preventing victimization or other forms of retaliation towards the individual who raised the issue.

9.0 False Complaints

9.1 Any person who makes a Complaint under this Policy that they know is untrue may be subject to discipline up to and including dismissal from a position or termination of employment.

10.0 Complaint Process

10.1 A person who considers that they, or someone else, have been subjected to Bullying and Harassment or Discrimination is encouraged to follow the Complaint Process set out in Appendix I of this Policy.

10.2 Members of MoveUp, Local 378 may submit a complaint pursuant to the Letter of Understanding No. 1 of the collective agreement between CUPE BC and MoveUp, Local 378 instead of a Complaint pursuant to this Policy.

11. Other remedies

This Policy is in addition to, and not in substitution for, any rights individuals may have under the *BC Human Rights Code*.

12. CUPE BC RESPECTFUL WORKPLACE POLICY APPROVAL

Approved By:	
Karen Ranalletta, President CUPE BC Signature:	
Date:	December 13, 2022
Trevor Davies Secretary-Treasurer CUPE BC Signature:	
Date:	December 13, 2022

CUPE BC RESPECTFUL WORKPLACE POLICY

Effective Date: June 2019

APPENDIX “I” Complaint Process

A person may pursue a Complaint regarding a breach of this Policy as follows:

Informal Resolution:

A person who considers that they, or someone else, have been subjected to Bullying and Harassment or Discrimination is encouraged to:

- i. If the person feels comfortable and safe to do so, bring the matter to the attention of the person responsible for the conduct, advise them in a reasonable and appropriate manner that their behaviour is inappropriate, and ask them to stop.
- ii. Document all the relevant facts (date, time, location, circumstances, witnesses, etc.)

Formal Intervention:

If a person is not comfortable bringing the matter directly to the attention of the person whose behaviour is at issue or where such an approach is attempted and does not produce a satisfactory result, the person may seek assistance from the Executive Director of CUPE BC or, if the conduct of the Executive Director is at issue, from the Secretary-Treasurer of CUPE BC.

The Executive Director or the Secretary-Treasurer may take action to resolve the matter, including any one or more of the following:

- i. Speaking with the person(s) whose behaviour is at issue;
- ii. Facilitating communication between the persons involved; and
- iii. Attempting to mediate a resolution to the matter, or retaining an unbiased third party, with a background in equity and inclusion, to attempt to mediate a resolution to the matter.

Formal Complaint:

A formal Complaint may be made in writing (Appendix II – Complaint Form) to the Executive Director of CUPE BC or, if the conduct of the Executive Director is at issue, to the Secretary-Treasurer of CUPE BC. Once a complaint has been received, the complainant will be notified within 7 working days of the commencement of the investigation.

The Executive Director or the Secretary-Treasurer may take action to resolve the Complaint, including any one or more of the following:

- i. Speaking with the person(s) whose behaviour is at issue;
- ii. Facilitating communication between the persons involved; and
- iii. Attempting to mediate a resolution to the Complaint, or retaining an unbiased third party, with a background in equity and inclusion, to attempt to mediate a resolution to the matter.

If the Complaint is not resolved, CUPE BC will investigate the Complaint, and may retain an unbiased third party, with a background in equity and inclusion, to conduct the investigation and issue recommendations. The affected parties will be advised of the results of the investigation and CUPE BC will take appropriate action to ensure that the workplace is free from Discrimination, Bullying and Harassment. CUPE BC commits to fair decisions and recommendations that are based solely on misconduct and does not discriminate on bases including but not limited to: age, sex, ethnicity, pronouns, sexual orientation.

CUPE BC RESPECTFUL WORKPLACE POLICY

Effective Date: June 2019

APPENDIX "II" Complaint Form
(use additional pages if necessary)

Complainant Information	
Name:	
Contact Phone:	
Contact Email:	
Current Role:	
Complaint	
On what grounds do you believe the incident violates the Respectful Workplace Policy:	
Details of the Complaint:	
Date & Time the Incident Occurred:	
Witness to Alleged Incident (Name & Contact)	
Respondent (Person you allege committed the violation)	
Name:	
Current Role:	
Verification	
By signing this, I am agreeing to provide a copy of this Complaint Form to the respondent and any third party mediator or investigator.	
Signature:	Date: