



Respectful Workplace and Learning Environment

Information for Community Partners

Respect: We respect ourselves and treat others with courtesy, dignity, and positive regard. We honour the rights of others. We respect their belongings, the environment and the world around us.

A Respectful Workplace & Learning Environment

This means that we create and maintain a healthy and productive working and learning environment that fosters respect for and is supportive of the dignity, self-esteem and fair treatment of everyone taking part in its activities.

Creating a respectful workplace and learning environment is integral in the creation of a community of character. Respect is foundational to the quality relationships upon which working and learning are based. Strong relationships mean:

- knowing and trusting that we are being treated fairly and with respect;
- feeling welcome; and
- having rights validated through actions.

Good character is a cornerstone of a civil, democratic society of responsible, caring and contributing citizens. It ensures the ongoing development of a just workplace and learning environment.

The Ontario Human Rights Code legislates that every person has a right to equal treatment with respect to employment without discrimination because of: race; ancestry; place of origin; colour; ethnic origin; citizenship; creed (faith); sex (gender); sexual orientation; age; record of offences; marital status; same-sex partnership status; family status; or disability.

In addition, the Board defines non-code harassment as *any* "patterns of comment or conduct of an excessive nature that are ... unwelcome, unwanted, offensive, intimidating, hostile or inappropriate."

Respectful workplaces and learning environments are free from discrimination and harassment.

Behaviours or actions that are prohibited include:

- speaking in a threatening manner;
- bullying;
- swearing or using profane language;
- making rude, obscene or disparaging comments about someone;
- excluding or refusing to associate with individuals;
- personal insults or jokes intended to offend or marginalize others; and
- displaying offensive materials.

This applies to all students, staff, trustees, contractors, parents, volunteers, permit holders and all other persons who are invited to or who work on Board property. It also applies to behaviour that takes place off of Board property and adversely affects the Board's working and learning environment.

What Community Members can do to promote a Respectful Workplace or Learning Environment?

Here are a few ideas:

- Treat all people with dignity and respect.
- Serve as a model of respectful behaviour to others in your daily life.
- If you are not a student, teacher, or school staff member, report to the reception area immediately on entering a school building.
- Allow time for staff to respond to your messages or inquires.
- Abide by parking lot / drop-off area rules and obey school traffic volunteers.
- Voice complaints in a constructive manner, beginning directly with the person that has offended you.

To whom should offending behaviour be reported?

Report the incident to the principal of the school or the manager of the department. If the principal's or manager's behaviour is the subject of your complaint, contact the superintendent of the school/department.

A copy of the Respectful Workplace & Learning Environment Policy is available at the Board's website:

www.yrdsb.edu.on.ca

Search for Policy #240.0

