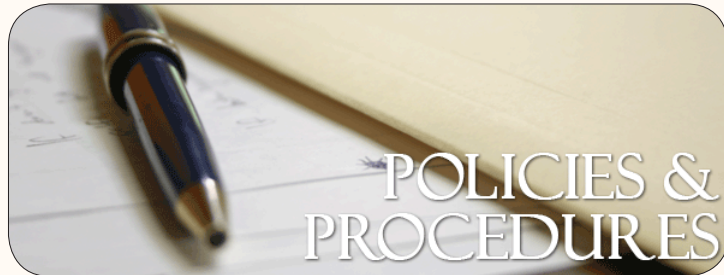


All workplaces need to have a culture and working environment where harassment and bullying are known to be unacceptable and where individuals who believe they are being bullied and/or harassed, know their concerns will be dealt with appropriately and fairly.

All staff, at every level of the organization, need to be treated in a fair and respectful manner. Bullying and harassment cannot be tolerated in the workplace.



Every organization should have a policy and program in place which outlines procedures to be followed by management of the organization if anyone feels they are being harassed or bullied in the course of their work or as a result of their employment.

All incidents need to be reported and investigated. Managers, supervisors and co-workers must report any incidents they observe, as well as any they experience.

## Topic: Respectful Conduct in the Workplace

### RESPECTFUL WORKPLACES ARE CHARACTERIZED BY:

**Polite Behaviour:** Being courteous and considerate towards others.

**Inclusion:** Appreciating diversity – different backgrounds, cultures, strengths and opinions.

#### **Safety:**

Being safe from inappropriate, disrespectful, discriminatory, bullying or harassing behaviour.



#### **Conflict Resolution:**

Being able to constructively resolve disputes when they arise.

#### **Accepting Responsibility:**

Everyone needs to understand that if you do something or say something that offends another employee, you need to acknowledge that behaviour and offer a sincere apology.

