

Policy Number:	8001
Policy Title:	Respectful Workplace
Approved by:	President
Approval date:	August 24, 2020
Effective date:	August 24, 2020
Review date:	June 30, 2020
Next review date:	June 2023

Policy Statement

University Canada West (the “**University**”) is committed to providing a working environment where all Employees are treated with dignity and respect, and that is free from Discrimination, Bullying and Harassment.

Purpose

This Policy articulates the duty of all members of the University Community to refrain from engaging in workplace Discrimination or Bullying and Harassment, and establishes procedures for addressing and resolving complaints regarding violations of this Policy.

Scope

This Policy applies where

- an incident of Discrimination or Bullying and Harassment is alleged to have occurred on University property, or off University property in connection with an event or activity sponsored by or under the auspices of the University, and
- the person adversely affected by the alleged Discrimination, or Bullying and Harassment is a University Employee.

Disclosures or complaints involving sexual harassment or other forms of sexual violence and misconduct will be dealt with under the Sexual Violence and Misconduct Policy.

Definitions

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
Bullying and Harassment	<ul style="list-style-type: none"> • any inappropriate conduct or comment by a person towards an Employee that the person knew or ought reasonably to have known would cause that Employee to be humiliated or intimidated, or

	<ul style="list-style-type: none"> any other form of unwelcome verbal or physical behaviour which, by a reasonable standard, would be expected to cause insecurity, discomfort, offence or humiliation to an Employee or group of Employees, and has the purpose or effect of interfering with an Employee's work performance or creating an intimidating, hostile or offensive work environment.
University Community	Means all University Employees and Students, and any other person who is contractually obligated to comply with this Policy.
Complainant	Means a person who files a Complaint. In some instances, the University may act as a Complainant where it becomes aware of allegations of Discrimination or Bullying and Harassment that, if true, would violate this Policy but no person comes forward with a Complaint, or where an investigation is required by law.
Complaint	Means a formal written complaint containing allegations of Discrimination or Bullying and Harassment or other violation(s) of this Policy.
Discrimination	Means discrimination in employment within the meaning of the BC <i>Human Rights Code</i> , based on a person's 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 conviction which is unrelated to the person's employment. Discrimination permitted by the BC <i>Human Rights Code</i> is not a breach of this Policy (i.e., where a bona fide occupational requirement is established, or where the alleged discrimination relates to a bona fide pension plan or group insurance plan).
Director, Human Resources	Means the University's Director, Human Resources, or their designate.
Employee	Means an employee of the University, including administrators, faculty and staff.
Investigator	Means a person appointed by the University to investigate a Complaint.
Respondent(s)	Means a person or persons alleged to have engaged in conduct that violates this Policy.
Responsible Administrator	Means an executive of the University, or an administrator responsible for a University department or service area.
Retaliatory Action	Means any adverse action taken against a person because that person reports or alleges a violation of this Policy, seeks advice on making a Complaint, makes a Complaint, or cooperates in an investigation of a Complaint.
Student	Means a person who is enrolled as a student at the University.

Applicable legislation

- BC Human Rights Code
- BC Personal Protection Information Act (PIPA)

Associated procedure

Procedure Number	Procedure Title
8001p	Respectful Workplace

Responsibility

The Director, People & Culture (Human Resources) has responsibility for the decisions related to this policy.