



## **TOWN OF SAINT ANDREWS RESPECTFUL WORKPLACE POLICY P-20-01**

### **SCOPE**

This policy applies to any Town of Saint Andrews:

- Owned or leased property and facilities;
- Any other location for public interaction with Town Staff; and
- Any other locations for public meetings of Council or any committee of the Town of Saint Andrews.

This policy is intended to facilitate the:

- Safe conducting of all meetings;
- Safe workspaces; and
- Open and safe environments for all persons in participation at Town events or functions.

This policy uses the Town of Saint Andrews core values including Respect, Integrity, Service and Inclusiveness.

### **SUPPORTING LEGISLATION**

*Section 27.9 and 27.10 of By-Law No. 16-03 A Procedural By-Law for the Organization and Operation of the Council of the Town of Saint Andrews Amended November 6, 2017.*

New Brunswick. Human Rights Commission. (1992) *The Human Rights Act of New Brunswick*. Fredericton, N.B.: New Brunswick Human Rights Commission.

*Section 2 of the Amended New Brunswick Regulations 91-191 under the Occupational Health and Safety Act o.c. 2018-300.*

### **POLICY**

The Town of Saint Andrews is committed to fostering and sustaining a workplace that respects and protects the rights of all employees. Every employee has the right to work in respectful workplaces that are free from harassment. All employees and community members share a responsibility for creating and maintaining a respectful workplace. Employees and the community are accountable to be civil and respectful in their interactions with one another. Respectful behaviour is essential to creating a productive and healthy workplace.

For the purposes of this policy, the workplace includes but is not limited to the physical work site or building, washrooms, lunch rooms, eating areas, designated smoking areas on site, meeting rooms, training sessions, conferences, business travel, work related gatherings, the client's home, employee's home office or virtual worksite, any physical or virtual workplace where an employee conducts business on behalf of the Town of Saint Andrews. The workplace may extend to events outside of work hours depending on the nature of the event.

The responsibility for creating and maintaining a respectful workplace and for being civil and respectful extends to social media platforms. If the social media communication is connected to the workplace, whether the communication originated from a government issued or private device, it may be subject to a complaint under this policy if it is deemed to be offensive, unwelcome, demeaning, or belittling. The term social media includes, and it not limited to Facebook, Instagram, Twitter, and LinkedIn.

### **DECORUM AT MEETINGS AND WORKPLACES:**

- Persons shall refrain from behaviour which, in the opinion of organizer or employee, will be disruptive. This will include activity in a manner that disturbs, disrupts or impedes the orderly conduct;
- Persons in attendance shall refrain from creating, provoking or participating in any type of disturbance involving physical contact of any kind;
- No one may speak out of the gallery (audience area) without first being recognized by the Chair of the meeting and when recognized, will not use disrespectful language, gestures or offensive words;

- Turn cell phones to silent/vibrate and leave the meeting in order to take a call or conduct a conversation;
- Photos and/or recordings are permitted provided that the recording does not infringe on the rights of others, interfere with the making of presentations and deliberation of Council;
- Speakers addressing the meeting must discuss topics related to the business on the agenda; and
- Persons in the audience and speakers may not enter the formal Council and Staff area at any time, while in session or not, without prior consent from the Chair of the meeting.

Failure to comply with these guidelines, which in the opinion of the Chair or staff organizer will disturb, disrupt or impede the orderly conduct of the meeting, event, or worksite may result in removal, a trespass order and other legal action as the Town of Saint Andrews deems appropriate.

By attending civic affairs, the attendee is deemed to be in agreement with the guidelines outlined in this policy so that everyone can be present without harassment, interruption, fear and intimidation.

  
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Mayor Doug Naish

  
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Paul Nopper, Clerk - Senior Administrator

