

BRIEFING NOTE

PURPOSE:	Adoption of the updated <i>Safe and Respectful Workplace Policy</i>
DATE:	14 June 2019
PREPARED FOR:	CDSBC Board Members
PREPARED BY:	Róisín O'Neill
TOPIC:	<i>Safe and Respectful Workplace Policy</i>

SITUATION:

Attached is the updated *Safe and Respectful Workplace Policy*. In keeping with the Governance Committee's role of ensuring CDSBC policies align with the strategic statements, they have determined the edits made by staff in accordance with the Board and Committee recommendations allow for finalization of the policy. The Board is being provided with the final policy for information.

BACKGROUND:

Last year, CDSBC developed a *Safe and Respectful Workplace Policy* in accordance with the WorkSafe BC requirement. The policy addresses discrimination, harassment and bullying in the workplace with the purpose of maintaining a respectful, cooperative and understanding work environment. The policy includes a process to bring forward and deal with workplace complaints.

The Governance Committee reviewed the draft policy in September 2018 which was presented to the Board at its meeting in November. At the meeting, the Committee advised the Board that it had recommended a few revisions to the policy. The *Safe and Respectful Workplace Policy* was adopted and staff were tasked to expand the scope of the policy's harassment section to include all college relationships in addition to the Committee's revisions.

ASSESSMENT:

The Governance Committee met again on May 1, 2019 and determined the revised policy includes the requested changes.



RECOMMENDATION:

The interim policy was already adopted in November 2018. The updated version is being provided for the Board's information but no action is required. The revised policy will now be adopted at the College, replace the interim policy, and be made available for staff, board and committee members.

RELEVANT ATTACHMENTS:

Find attached the final *Safe and Respectful Workplace Policy*.

NEXT STEPS:

The policy will be available to CDSBC staff, board and committee members.