



Respectful Workplace Policy

Policy Number: TRHR-23

Date of Approval: June 10, 2019

Approved by: Council

Amendment Date: February 2, 2026

Date of Review: every 2 years

Policy Statement

Three Rivers believes that all our Employees have the right to be treated with fairness, dignity, and respect. We are committed to building and preserving a safe, productive, and healthy working environment and do not tolerate or condone any degree of disrespectful behavior. Disrespectful behavior undermines an individual's self-respect and adversely affects work performance and well-being. It also reduces productivity and effectiveness in the workplace.

Definitions

Abuse of authority – An individual's use of power and authority inherent to the position held in a manner which serves no legitimate work purpose, and which ought reasonably to be known to be inappropriate. It includes misuses of power which are intimidating, coercive or demeaning.

Bullying – is persistent, unwelcome behaviour related to performance and workplace situations that undermines a person's ability, or leaves the person feeling hurt, frightened, angry, or powerless, and prevents the targeted person from accomplishing their work. Features of bullying include, but are not limited to: sadistic or aggressive behaviour over time; exclusion from meetings; humiliation or ridiculing; criticism in public that is designed to humiliate; persistent, unwarranted criticism in private; treating colleagues as children, not as adults; undermining staff by replacing their areas of responsibility unreasonably, or without justification; withholding information to deliberately affect a colleague's performance; constantly changing work deadlines or work guidelines.

Complainant – Any person who makes a complaint of disrespectful behaviour, or who brings an incident of disrespectful behaviour to the attention of the Employer.

Complaint – An allegation of disrespectful behaviour which is based on actions defined as disrespectful behaviour in this Policy.

Conciliation – A process in which an impartial third party meets separately with the complainant and the respondent to resolve a complaint.

Discrimination – Any negative or unjust treatment of a person based on one or more of the protected characteristics protected under the PEI *Human Rights Act* (age, colour, creed, disability, ethnic or national



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origin, family status, gender expression, gender identity, marital status, political belief, race, religion, sex, sexual orientation, or source of income).

Disrespectful Behaviour – Actions or comments that are inappropriate, demeaning or otherwise offensive and which create an uncomfortable, hostile and/or intimidating work environment. Types of behaviours considered disrespectful may include, but are not limited to: discrimination, harassment, abuse of authority and workplace violence.

Employee – A person who undertakes work on behalf of Three Rivers. This includes permanent, temporary, full-time, part-time, casual, and contract Employees.

Harassment – Any objectionable or unwelcome conduct, comment or action in the workplace that, whether intended or not, degrades, intimidates or threatens. Harassment can include persistent, aggressive, or unreasonable behaviour and can include tactics such as verbal, non-verbal, psychological, or physical behaviour. Harassment can be perpetuated in person, or it can take place electronically. Harassment does not include any legitimate action taken by Three Rivers relating to the management and direction of a worker or the workplace.

Mediation – A confidential process in which an impartial third party meets with the complainant and respondent to assist them in reaching a mutual resolution to the complaint.

Respondent – Any person against whom a complaint has been made.

Retaliation – Any deliberate action taken in response to an inquiry, complaint, or investigation under the policy by an employee that adversely affects the employment relationship of the individual who experiences the retaliation.

Sexual Harassment – Inappropriate sexual conduct that is known, or ought reasonably to be known, to the person responsible for the conduct to be unwelcome, including, but not limited to, sexual solicitations or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images, or unwanted physical contact. It also includes conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job-related consequences for the victim. Sexual harassment may occur in situations where there is unequal power between the parties involved and an attempt by one person to assert power over the other.

For greater clarity, harassment and sexual harassment as defined above includes both:

- a) repeated inappropriate conduct, comments, displays, actions or gestures or incidents of bullying that have a harmful effect on the worker's psychological or physical health or safety; and*
- b) a single occurrence of inappropriate conduct, comment, display, action or gesture or bullying that has a harmful effect on the worker's psychological or physical health or safety*

Violence – In a place of employment, violence means the attempted or actual use of physical force against an Employee, or any threatening statement or behaviour that gives an Employee reasonable cause to believe that physical force will be used against the Employee, and includes sexual violence, intimate partner violence and domestic violence.



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Purpose

Three Rivers has developed this Policy to:

- Promote, establish, and maintain a respectful workplace.
- Establish and recognize the roles and responsibilities of the Employer and Employees in the development and maintenance of a respectful workplace; and
- Meet Three Rivers' ethical and legal obligations to provide a respectful workplace.

Application

This Policy applies to all Three Rivers Employees (part-time, full-time, temporary, permanent, casual and contract Employees) and the Council.

Guidelines

Disrespectful behaviour is offensive, insulting, intimidating, and hurtful. It creates an uncomfortable work environment and has no place in or outside the workplace. Below are the guidelines Three Rivers has adopted to ensure a respectful work environment.

- All Employees are treated equitably under this Policy, and all matters arising under this Policy are dealt with in a fair, unbiased, confidential, and timely manner.
- All Employees are advised of the provisions of this Policy and of the resolution processes available to them.
- Three Rivers management will take immediate action to report or deal with incidents of disrespectful behaviour that come to their attention, whether or not a formal complaint has been made.
- All parties named in a complaint under this Policy are given a reasonable opportunity to present evidence in support of their position.
- Employees are required to notify their Supervisor or manager of all incidents of workplace violence, even if there was no physical injury.
- There shall be no retaliation against Employees for exercising their rights under this Policy.
- Nothing in this Policy restricts Three Rivers management the authority and obligation to manage the performance of Employees or take appropriate disciplinary action where appropriate.

Procedure

Three Rivers believes in the prevention of disrespectful behaviour and promotes a safe and healthy environment in which all Employees respect one another and work together to achieve a common goal.



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Informal Resolution:

If an individual(s) believes they have been subject to disrespectful behaviour, they should:

1. Immediately make the individual(s) aware that the behaviour is unwelcome and ask them to stop.
2. If step 1 is unsuccessful, the Employee can report the incident to their Supervisor/Manager for assistance in addressing the behaviour.
3. The Supervisor/Manager may lead a facilitated discussion or arrange for mediation between the parties.

Employees are encouraged to keep a record of the incidents in question, which may include:

- name(s) of the individual(s) in question.
- the date, place, and time the incident(s) occurred.
- name(s) of any witnesses.
- the event(s) that led up to the incident(s) in question.
- the actual incident that led to a complaint.

Formal Resolution:

If the behavior is not resolved informally, or if the behavior warrants a formal complaint, a formal written complaint should be completed and submitted to management at Three Rivers. Three Rivers will complete a thorough investigation.

Investigations will be completed within 60 days of receiving a formal complaint.

Investigations will include the following:

- Informing the respondent of the complaint including providing the respondent with a summary of the complaint, detailing the allegations.
- Informing the complainant of the investigation.
- Interviewing the complainant, any person(s) directly involved in the incident and any identified witnesses.
- Information from all parties involved will be considered and a decision will be reached regarding whether this Policy has been violated.
- A written report will be provided to the CAO.



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- Both the respondent and complainant(s) will be notified of the investigation findings.

If necessary, Three Rivers may employ outside assistance or request the use of legal counsel.

If it is determined by Three Rivers that any Employee has been involved in the disrespectful behaviour of another Employee, immediate disciplinary action may be taken, up to and including termination of employment.

Fraudulent or Malicious Complaints

Complaints made in bad faith, meaning they are knowingly false, misleading, or made with the intent to cause harm, are not tolerated.

Where an investigation determines that a complaint was made maliciously or with willful disregard for the truth, the complainant may be subject to appropriate corrective or disciplinary action.

Confidentiality

Three Rivers will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. Three Rivers will protect this privacy so long as doing so remains consistent with the enforcement of this Policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever unless such disclosure is necessary for an investigation.

Three Rivers shall provide appropriate assistance to any Employee who is victim of disrespectful behaviour.

Roles & Responsibilities

We trust that all our Employees will help us eliminate disrespectful behaviour from our workplace, and as such, Employees of Three Rivers are required to comply with the following responsibilities:

Employees

- Shall not cause or participate in disrespectful behaviour.
- Create and support a work environment free of disrespectful behaviour by complying with this Policy and ensuring their behaviour meets or exceeds acceptable standards.
- Safely take reasonable action to stop disrespectful behaviour when observed.
- Report any incident(s) of disrespectful behaviour observed or experienced to the Employer.

Management



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- Foster a work environment free of disrespectful behaviour.
- Ensure staff are not exposed to disrespectful behaviours in the workplace and address potential problems before they become serious.
- Ensure all employees are respected.

Employer

- Ensure Employees are aware of this Policy.
- Foster a work environment free of disrespectful behaviour.
- Ensure Employees are not exposed to disrespectful behaviour in the workplace and address potential problems when they become aware of them.
- If any behavior that is criminal, or suspected to be criminal, has occurred, the Employer must inform the Employee that they have the right to report the incident to the police for further investigation.

Monitoring

Three Rivers management will review this Policy every two years.

Adopted: June 10, 2019	Last Revision: February 2, 2026
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ACKNOWLEDGEMENT & AGREEMENT

I acknowledge that I have read and understand the *Respectful Workplace Policy*. Further, I agree to adhere to this Policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Employee Name (Print): _____

Employee Signature: _____

Date: _____



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Harassment Complaint Report Form

Please attach additional pages if you require more space to complete this form.

Complainant Information
Name:
Position Title:
Contact Information:
Description of the Alleged Harassment
<p>Please describe, in as much detail as possible, the incident(s) of alleged harassment. You may attach additional sheets if required. Please include:</p> <ul style="list-style-type: none"> • Who was involved • What was specifically said or done (words, tone, actions, etc.) • When it happened (dates and time) • Where it happened • Any witnesses to the incident(s) (name and contact information, if possible) • How it impacted you • If it was reported to management with the following details: <ul style="list-style-type: none"> ○ Name of manager ○ Actions taken ○ Other relevant details

Employee Name (Print): _____

Employee Signature: _____

Date: _____