RESPECTFUL WORKPLACE
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WHAT IS COVERED TODAY

- What is Discrimination
- What is Harassment
- What is a Respectful Workplace
- Bullying
- Responsibilities
DISCRIMINATION
WHAT IS DISCRIMINATION

Discrimination is an action or a decision that treats a person or a group negatively for reasons such as their race, age or disability. These reasons are known as grounds of discrimination. Federal employers and service providers, as well as employers and service providers of private companies that are regulated by the federal government, cannot discriminate against individuals for these reasons.
PROTECTED GROUNDS

These 11 grounds are protected under the Canadian Human Rights Act:

- race
- national or ethnic origin
- colour
- religion
- age
- sex
- sexual orientation
- marital status
- family status
- disability
- a conviction for which a pardon has been granted or a record suspended.
DISCRIMINATORY PRACTICES

The following seven discriminatory practices are prohibited by the Canadian Human Rights Act when they are based on one or more of the 11 grounds of discrimination:

- Denying someone goods, services, facilities or accommodation.
- Providing someone goods, services, facilities or accommodation in a way that treats them adversely and differently.
- Refusing to employ or continue to employ someone, or treating them unfairly in the workplace.
- Following policies or practices that deprive people of employment opportunities.
- Paying men and women differently when they are doing work of the same value.
- Retaliating against a person who has filed a complaint with the Commission or against someone who has filed a complaint for them.
- Harassing someone.
HARASSMENT
What is Harassment

- Occurs when an individual is subjected to **unwelcome** or **unacceptable** **verbal** or **physical conduct**

- Can be one or a series of incidents that a reasonable person would know to be unwelcome or offensive.
WHAT IS HARASSMENT?

Harassment is a form of discrimination. It involves any unwanted physical or verbal behaviour that offends or humiliates you. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also sometimes be considered harassment.

Harassment occurs when someone:
- makes unwelcome remarks or jokes about your race, religion, sex, age, disability or any other of the 11 grounds of discrimination.
- threatens or intimidates you.
- makes unwelcome physical contact with you, such as touching, patting, pinching or punching, which can also be considered assault.
EXAMPLES

- The use of demeaning terms of endearment
- The display of physical or electronic distribution of sexually explicit, racist, homophobic or other offensive material
- Leering and unwelcome advances of a sexual nature
- Unwelcome inquiries or comments about an individual’s sexual life or personal appearance
- Obscene remarks, insults, ridicule, swearing and shouting
- Inappropriate pranks or horseplay
Respectful Workplace
RESPECTFUL WORKPLACE

- A respectful workplace is one where all employees are treated fairly, difference is acknowledged and valued, communication is open and civil, conflict is addressed early and there is a culture of empowerment and cooperation.
What does it look like?

A respectful work and learning environment is one in which we value each other’s contributions - work and roles:

- value and respect our similarities and our differences
- treat each other with dignity and respect and can expect to be treated with dignity and respect
- treat others as they wish to be treated
WHAT DOES IT LOOK LIKE CONT’?

- strive to communicate effectively and courteously; speaking without judging blaming or shaming and listening to what others have to say and being open-minded about their ideas, comments and suggestions
- address conflict issues positively and constructively
- speak without judging, blaming or shaming
**DEMONSTRATING MUTUAL RESPECT … COMMUNICATING ABOUT RESPECT**

- Sincere effort to understand other points of view
- Accepting that others have values and opinions that are different from our own – not wrong, **different**
- Identifying our own feelings before sharing our concerns with another person
- Do not blame, threaten or name call, even if angry or hurt
- If it’s a problem you haven’t been able to resolve, seek assistance
WHY PEOPLE ARE DISRESPECTFUL

Personality Traits
- Insecure
- Depressed
- Lack of empathy
- Clueless/lack of insight
- Paranoia
- Self-loathing

Motives
- Power & Control
- “Pump self up”
- Self-righteousness
- Be left alone
- Confidence
- Be seen in spotlight
WORKPLACE BULLYING

You've got more spots than two leopards wa! wa! wa! wa!

There are things you can do about bullying behaviour...
WHAT IS WORKPLACE BULLYING

- Bullying is the repeated, less favourable treatment of an individual by one or more people in the workplace.

- Workplace bullying can be simply described as “Bad Behaviour” which is unreasonable & inappropriate.
WHAT THE BULLY DOES

Is repeated, health-harming mistreatment of one or more persons by one or more perpetrators.

- Personal insults. Invading one’s “personal territory”
- Uninvited physical contact
- Threats and intimidation, both verbal and nonverbal.
- “Sarcastic jokes” and “teasing” used as insult delivery systems
- Withering e-mail flames
- Status slaps intended to humiliate their victims
EXAMPLES OF BULLYING

- Yelling or abuse
- Constant criticism of work
- Impossible deadlines
- Constantly changing targets
- Deliberately withholding work-related information or resources
- Making someone the brunt of teasing, pranks or practical jokes
- Tampering with personal effects or equipment
- Giving tasks which are meaningless or beyond the skill of the person
RESPONSIBILITIES

- Employees have the right to a Respectful Workplace, it is the responsibility of the employer to ensure their workplace is free of Harassment, Discrimination and Bullying.

- Failure to provide a Respectful Workplace makes the employer liable.
EMPLOYER’S RESPONSIBILITY

- Administer the Respectful Workplace Policy;
- Promote a respectful workplace for all employees;
- Review and revise the Respectful Workplace Policy and supporting documents as appropriate;
- Provide interpretation and guidance to departments regarding the Policy;
- Request and analyze information from departments regarding harassment and discrimination complaints;
- Provide education, awareness and skill development training in harassment and discrimination prevention and interventions; and
- Consult with the Human Resource Manager to facilitate the investigation process, including the assignment and overseeing of investigators.
EMPLOYEE’S RESPONSIBILITY

It is the responsibility of employees to:

- treat all employees with respect and dignity;
- respect the diversity brought to the workplace by other employees;
- challenge inappropriate behaviour/objectionable conduct when it happens and refuse to participate in that behaviour;
- make their objections known to the alleged harasser or another appropriate person, such as their direct supervisor;
- report inappropriate behaviour/objectionable conduct to someone in authority, such as the Human Resource Manager or the direct supervisor; and
- cooperate and share openly and honestly in workplace investigations.
WHY DISRESPECTFUL BEHAVIOUR IS NOT ADDRESSED

- “It’s Justified.” “She deserved it.”
- Role modeling/normative for the workplace
- Own needs/motivations/feel self-confident
- Not taking responsibility for own behaviour
- Ignore it and it’ll go away
- Ignorance
MORE REASONS....

- Lack or tools/training
- Don’t understand or care about impact on workplace/individuals
- Lack of confidence in other’s responses
- Fear of hurting other’s feeling; not being taken seriously; being blamed
- Fear of retaliation
EVERYONE NEEDS TO STOP IT

- Ignoring the problem will only make things worse
- You will lose respect
- You could incite workplace violence
- If you join offending parties in offending parties in offensive behaviours, you are part of the problem
REMEMBER....

- Addressing and preventing disrespect/bullying is everyone’s responsibility.
- Supervisors and managers should address disrespectful behavior IMMEDIATELY
- Ultimately, it is the employer’s responsibility to provide a respectful and harassment free workplace
Disrespectful behaviours are not acceptable in the workplace!
QUESTIONS??
THANK YOU!

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