

# Respectful Workplace

# Bill 14

## Preventing Violence and Harassment



**“respect** for self  
**respect** for **others**  
responsibility for **all your actions!**”

- the Dalai Lama

## Leader Guide

**Table of Contents**

**Introduction ..... 4**

**Getting Started ..... 4**

**Course Objectives..... 4**

**Why We are Here: Liability & Responsibilities ..... 5**

**The Employer: ..... 5**

**Directors/Managers/Supervisors:..... 5**

**Employees: ..... 5**

**Unions & associations..... 6**

**The Workplace: Where is it? ..... 6**

**Harassment..... 7**

**Harassment and the Law ..... 7**

**Discrimination ..... 7**

**Sexual Harassment ..... 8**

**Bullying: Psychological Harassment..... 8**

**Violence in the Workplace..... 9**

**The Connection between Harassment/Bullying and Violence ..... 10**

**Domestic Violence in the Workplace ..... 11**

**Effects of Domestic Violence in the Workplace..... 11**

**What’s Not Harassment or Bullying..... 11**

**Impact of Harassment: Your responsibilities..... 12**

**Psychological Impact..... 12**

**Poisoned Workplace..... 12**

**What to Do..... 12**

**A Last Word on Discrimination and Harassment ..... 13**

**Common Sense ..... 13**

**Tips and Warning Signs ..... 13**

**Key Terms ..... 15**

**Other Resources ..... 18**

**Human Rights Agencies ..... 19**

**Human Rights Grounds by Province .....21**

**Human Rights Grounds under *Canadian Human Rights Act*.....23**

## Introduction

Your employer is committed to a safe and respectful workplace for all of its employees. To that end, there is no tolerance of any harassing, discriminatory or violent behaviours.

This program will introduce you to policies, laws and processes that are in place to protect employees and explain your own responsibilities in these situations.

Each of us is responsible for a respectful and safe workplace.

## Getting Started

In the course of this program, you will be presented with concepts as well as real-life examples and scenarios which will help pull together your understanding of what it means to be part of a respectful workplace. There will be questions for you to answer and you will have choices to make in certain scenarios and situations.

## Course Objectives

When you have completed this program, you will be able to:

- Describe a respectful and safe workplace & why this training is so important
- Identify harassment, sexual harassment, discrimination and violent behaviours
- Describe the rights and responsibilities of employees and the employer
- Differentiate between harassment and non-harassment behaviours
- Summarize the steps to take if you are being harassed, discriminated against, bullied or threatened with violence
- Identify ways to create and promote a safe and respectful workplace