

## **VIC JUBA COMMUNITY THEATRE POLICY**

**Title: Respectful Workplace**

**Effective: March 30, 2011**



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### **PURPOSE**

- To assist Vic Juba Community Theatre and its employees in promoting and maintaining a working environment in which all individuals are treated with respect and dignity.
- To ensure employees engage in civil, respectful and cooperative workplace conduct.
- To ensure employees act with the highest standards of personal and professional integrity and conduct in dealings with Board Members, other employees, volunteers, clients, artists, the public and other organizations.
- To encourage the prompt identification and resolution of alleged disruptive conduct by all involved and affected persons through collaborative efforts.

### **POLICY**

Vic Juba Community Theatre is committed to ensuring that all employees shall conduct themselves in a civil and cooperative manner. Vic Juba Community Theatre is committed to demonstrating personal and professional integrity and striving for professional excellence. Employees are responsible for behaving in a respectful manner in the workplace and at work-related functions.

Behaviour that is disruptive and disrespectful creates an unproductive and uncooperative work environment which may compromise the delivery and quality of services.

Disruptive conduct and inappropriate workplace behaviours could be grounds for suspension or termination of employment.

### **DEFINITIONS**

#### **Respectful workplace conduct:**

In this policy, respectful workplace conduct may include but is not limited to:

- being courteous, polite, respectful and considerate towards others
- listening to what others have to say
- being open-minded to others' ideas, comments and suggestions

- willingly and sincerely apologizing to people when something you said or did may have offended them
- encouraging and supporting individuals to learn and practice personal conflict resolution and respectful workplace skills

**Disruptive & disrespectful workplace conduct:**

In this policy, disruptive and disrespectful workplace conduct is any behaviour that disrupts civility and co-operation in the workplace and interferes with efficient and effective work flow. Disruptive behaviour is “any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affect an employee’s dignity or psychological or physical integrity and that result in a harmful work environment for the employees.” A single serious incident of such behaviour that has a lasting harmful effect on an employee may also constitute disruptive behaviour. Such behaviour may include but is not limited to:

- non-constructive criticism addressed in such a way as to intimidate, undermine confidence, or imply incompetence
- refusal to cooperate with another employee
- bullying or shouting at a client, artist, patron, volunteer or another employee
- using abusive language and/or intimidating behaviour

**RESOLUTION OPTIONS**

The following resolution options are available to all employees.

**Communicating concerns directly to the person**

- Employees who believe they are experiencing offensive behaviour may choose to speak directly with the person(s) and inform them that their behaviour is unwelcome and must stop.
- A matter dealt with to the employee’s satisfaction is considered resolved.

**Communicating concerns to General Manager**

- If the matter is not resolved to the employee’s satisfaction or if the employee chooses not to speak to the person(s) directly, the employee may approach the General Manager with a written request to ask for his/her assistance in resolving the situation.
- The General Manager may refer the matter to the Finance & Admin Committee or ask for their assistance in resolving the situation which may include a request for mediation.
- Once the General Manager is made aware of a behaviour that could be a breach of this policy, the General Manager must ensure that the matter is addressed within 30 days.

- The results of the meeting and recommendations of the General Manager to the employee(s) must be documented and placed in the employee's personnel file.

### **CHANGES TO THE POLICY**

Revisions to this policy can be made without notice and are the responsibility of the Finance & Admin Committee. Revisions to the policy must be approved by the Board of Directors.