

# Respectful Workplace Policy for the Government of Alberta

## Policy Statement

The demonstration of respect is the commitment and responsibility of every Government of Alberta employee. Inappropriate behaviour, including bullying and harassment, will not be tolerated in our workplace.

## Definitions

**Bullying** is a repeated pattern of negative behaviour aimed at a specific person or group.

**Workplace harassment** is unwelcome conduct based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or of any other person.

**Violence (workplace violence)**, according to the Occupational Health and Safety Code, Part 1: "whether at a worksite or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury." Employees must notify their supervisor of all incidents of workplace violence even if there was no physical injury as per the Government of Alberta Occupational Health and Safety Program.

## Guiding Values

The APS is committed to sustaining a public service where employees feel engaged and are happy to come to work. This commitment is further supported by the APS vision of proudly working together to build a stronger province for current and future Albertans, as well as the following APS values:



These values provide a common understanding of the behaviours expected of the APS. They describe how we go about doing our best work and ensure that this is as important as delivering on our targets.

## Responsibilities

1. We are all responsible for ensuring that our actions and words contribute to a respectful work environment.
2. We are all accountable for the results of our actions, regardless of our intent.
3. We all understand that disrespectful behaviours will not be tolerated.
4. Whenever appropriate, we will address issues of disrespectful behavior with the person or people directly involved.

For more detailed information regarding the application of the Respectful Workplace Policy, please reference the Understanding Our Respectful Workplace Policy Guidebook.