

# Respectful Workplace Policy

<b>Policy Number:</b>	<b>OPPDB-01</b>
<b>Applies to:</b>	All members of the Collingwood OPP Detachment Board, support staff, volunteers, independent contractors, any other individual(s) engaged to do business with or for the Board.
<b>Approval Date:</b>	<b>June 18, 2025</b>
<b>Revision Date(s):</b>	<b>N/A</b>
<b>Approval Authority:</b>	Board, approved by Resolution No. XXX

## 1. Policy Statement

The Collingwood OPP Detachment Board (the “Board”) is committed to providing a work environment that is conducive to personal and professional growth, and a workplace that strives to ensure that all members of the Board’s workplace community are treated with dignity and respect.

The Board has zero-tolerance for any form of workplace violence, harassment, or discrimination. Appointed members of the Board, Staff that provide support to the Board, and volunteers acting on behalf of the Board are entitled to, and are expected to contribute to, a workplace that is free from any form of violence, harassment, and discrimination.

## 2. Purpose

Everyone within the Board workplace community plays a part in creating and maintaining a civil, respectful, professional, and collaborative workplace, free of any form of abuse, violence, harassment, discrimination, and bullying.

This policy reflects these values and the Board’s commitment to maintaining and promoting a workplace that is respectful, healthy, safe and inclusive.

The purpose of this policy is to:

- a) Identify the roles, and responsibilities of workplace participants;
- b) Promote and support a work environment free from any form of abuse, violence, harassment, or discrimination;
- c) Encourage Board Members and Staff to bring forward concerns of conduct in violation of this Policy, whether their own concerns or information about workplace abuse, violence, harassment, and/or discrimination they have witnessed; and
- d) Prevent, identify, and correct conduct in violation of this policy.

### 3. Scope

This policy applies to all Board Members, Staff, volunteers acting on behalf of the Board, independent contractors, and any other individual(s) engaged to do business with or for the Board.

The policy applies wherever and however one conducts work, including but not limited to physical and remote work settings, virtually through the use of information and communications technology, as well as electronic tools and devices that support work initiatives such as in person meetings, virtual meetings, communication platforms, and instant messaging applications.

### 4. Definitions

**Board Chair** means a Board Member that has been appointed as the Chair of the Collingwood OPP Detachment Board as per the Community Safety and Policing Act.

**Board Member(s)** means a person who has been appointed to sit as a member of the Collingwood OPP Detachment Board, or required to be a Member of the Board as per the Community Safety and Policing Act.

**Complainant** means a person who files a complaint.

**Discrimination** is any practice or behaviour, whether intentional or not, that results in the unfavourable or adverse treatment of individuals or groups where such differential treatment is related to a prohibited ground under the Ontario Human Rights Code (e.g., disability, sex, race, sexual orientation).

**Inspectorate of Policing** is the oversight body established under the Community Safety and Policing Act (CSPA) to ensure compliance with the Act and enforce legal obligations. Its duties, authorities, and powers are outlined in Part VII of the CSPA.

**Respondent** is the person or persons responsible for the alleged complaint.

**Staff** includes employees, supervisors, managers, contractors, consultants, and any other individual engaged to do business with or for the Board.

**Workplace** harassment means:

- a) engaging in a course of vexatious comments or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) sexual harassment.

**Workplace Harassment** may or may not be based on a prohibited ground set out in Ontario's Human Rights Code. Harassment typically involves a pattern of comment or conduct that occurs over time. However, a single incident of a serious nature may be sufficient to constitute harassment.

**Workplace Sexual Harassment** means:

- a) engaging in a course of vexatious comments or conduct against a person in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the person and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Workplace Violence** means:

- a) the exercise of physical force by a person against a person, in a workplace, that causes or could cause physical injury to the Board Member and/or Staff;
- b) an attempt to exercise physical force against a Board Member and/or Staff, in a workplace, that could cause physical injury to the Board Member and/or Staff,
- c) a statement or behaviour that it is reasonable for a person to interpret as a threat to exercise physical force against the Board Member and/or Staff, in a workplace, that could cause physical injury to the Board Member and/or Staff.

## **5. Complaint Process**

The intake and resolution of complaints under this policy will be handled in accordance with the procedure set out in the Community Safety and Policing Act, more specifically [O. Reg. 409/23: Code of Conduct for O.P.P. Detachment Board Members](#) with complaints to be disclosed to the chair of the board or if the misconduct involves the chair, to the Inspector General.

There shall be no retaliation against anyone who files a complaint or takes part in any investigation concerning abuse, violence, harassment, discrimination, or any conduct in violation of this Policy.

Vexatious and frivolous complaints or complaints made in bad faith, or without reasonable grounds with the intention to embarrass or harass, or with no factual basis filed under this policy will not be tolerated.

Complaints will be kept confidential, where possible. Information will only be released as necessary to conduct a fair investigation and respond to the complaint or situation or as required by law.

## **6. Roles and Responsibilities**

This Policy recognizes the sensitive nature of workplace violence, harassment, and discrimination complaints and commitment to keep all complaints confidential, to the extent possible. Information will only be released as necessary to conduct a fair investigation and respond to the complaint or situation or as required by law.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses, and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

Cooperation in investigations, honesty and good faith is required as they relate to creating a workplace free of violence and harassment.

**6.1. Inspectorate of Policing** is responsible for receiving and addressing complaints about OPP detachment board member misconduct and maintaining records related to the complaint received with respect to the conduct of the Chair. All other complaints are to go through the Chair with the ability to retain

an independent third party to conduct an investigation, as may be required, including obtaining the assistance of the Inspectorate of Policing if appropriate..

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**6.2. Board Chair** is responsible for the following:

- a) Ensure that this policy and Code of Conduct for O.P.P. Detachment Boards is communicated to all Board Members and Staff.
- b) Ensure ongoing training and education on this policy.
- c) Take all reasonable steps to protect Board members and Staff against retaliation for raising concerns of filing a complaint about conduct in violation of this policy.
- d) Take all reasonable steps and precautions to protect Board Members and Staff from workplace violence, harassment, or discrimination.
- e) Take in and ensure that complaints are handled with sensitivity and incidents of violence, harassment, discrimination or intimidation are addressed promptly.
- f) Ensuring investigations into formal complaints are completed in a timely manner.
- g) Retaining an independent third party to conduct an investigation, as may be required.

**6.3. Board Members and Staff** are responsible for:

- a) Knowing and following this policy and relevant procedures and always demonstrating respectful workplace behaviour.
- b) Taking reasonable steps to prevent workplace violence, harassment, and discrimination. Board Members and Staff are expected to treat their colleagues and members of the public with respect and dignity.
- c) Treating others in a professional manner with courtesy and respect.
- d) Discourage any behaviour that can be seen as violent, harassing, or discriminatory.
- e) Request immediate assistance from the Chair when workplace violence occurs or is likely to occur, or when a threat of workplace violence is made.
- f) Report incidents of workplace violence, threats of violence, harassment or discrimination in a timely manner to the Chair, so long as the complaint is not received by the alleged harasser or by a person under the direct control of the alleged harasser. If the complaint involves the Chair, the incident shall be reported to the Inspectorate of Policing.

- g) Participate in the investigation process when identified as a witness or a respondent in a complaint; failure to do so may result in disciplinary action up to and including discharge.

## **7. Non-Violations**

Reasonable action or conduct by Board Members and Staff that is part of his/her normal work function does not qualify as harassment. This is the case even where the results of such action sometimes create unpleasant consequences for Board Members and Staff. Example of this include: performance assessments and evaluation; adherence to the Code of Conduct.

Differences of opinion or minor disagreements between Board Members and/or Staff also do not normally constitute workplace harassment.

Photo, video, and audio recordings taken without the consent of the Board Member or Staff or individuals being recorded may be found to be harassment after a single occurrence. The intent is not to prohibit consensual photo, video and audio recordings between friends or colleagues with a positive intent or message but rather to stop non-consensual recordings from being created.

The following are not violations of this policy:

- a) The use of surveillance cameras in compliance with the law; and,
- b) Any recording taken by or on behalf of the Board in compliance with the law:
  - a. that a reasonable person would believe was taken and utilized to uphold the integrity of the workplace; and/or,
  - b. that a reasonable person would believe was taken and utilized with an intent and/or purpose to preserve the health and safety and/or physical or mental well-being of an individual or individuals.

## **8. References and Related Documents**

[O. Reg. 409/23: Code of Conduct for O.P.P. Detachment Board Members](#)

Criminal Code of Canada

Ontario Human Rights Code

## **9. Consequences of Non-Compliance**

Board Members and Staff who breach this policy may be subject to discipline up to and including dismissal.

## **10. Review Cycle**

This policy will be evaluated by the Collingwood OPP Detachment Board as often as necessary, but at least annually.