

Title: **RESPECTFUL WORKPLACE**  
Effective Date: December 21, 2007

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## **Purpose**

The Board of Directors (the “Board”) of the Workers Compensation Board recognizes the right of every Board member, Committee member and WCB employee and contract personnel (collectively “WCB employee”), to work in an environment that is free from discrimination, harassment, acts of violence and disruptive workplace conflict. The Board is committed to providing a safe and fair working environment where Board members and WCB employees can work productively and successfully achieve their goals. The Board will make every reasonable effort to ensure that all Board members and WCB employees are treated with dignity and respect.

## **Scope**

This protocol applies to all Board members and individuals appointed to Board Committees who are not Board members (collectively, “Board members”). This protocol prohibits discrimination, harassment, violence and disruptive conflict (“disrespectful behaviour”) on WCB premises and also at off-site locations (e.g. off-site meetings or conferences, client locations, social situations related to work, and/or contact at home if there are real or implied consequences related to the workplace).

## **Prohibited Conduct**

Disrespectful behaviour is conduct which serves no valid work-related purpose and might reasonably be expected to cause offence in the workplace, either to the Board member or WCB employee on the receiving end or to anyone else who witnesses the comment or conduct. When disrespectful behaviour is allowed to persist, it can have a detrimental impact on the individual directly involved and others sharing the same work environment.

Disrespectful behaviour can take many forms. Certain forms are prohibited by legislation. Others are considered wrongful by labour arbitrators or the courts. Others are simply inappropriate when weighed against accepted social norms.

Conflict is normal and healthy in an organization and on a Board of Directors. Healthy debate, vigorous disagreement or rigorous questioning is not in and of itself disrespectful.

## **Reporting**

If a Board member believes that a Board member, other than the Board Chairperson, has treated him or her in a disrespectful manner, the first Board member is encouraged to address the matter directly with the second Board member in an effort to resolve the matter. If it is not possible to resolve the matter directly, the first Board member should report his or her concerns to the Chairperson, who will investigate the matter.

If a WCB employee believes that a Board member, other than the Chairperson, has treated him or her in a disrespectful manner, the employee should report his or her concerns to the President and Chief Executive Officer, who will raise the matter with the Chairperson for investigation.

If a Board member believes that the Chairperson has treated him or her in a disrespectful manner, the Board member is encouraged to address the matter directly with the Chairperson in an effort to resolve the matter. If it is not possible to resolve the matter directly, the Board member should report his or her concerns to the Audit Committee Chairperson, who will investigate the matter.

If a WCB employee believes that the Chairperson has treated him or her in a disrespectful manner, the employee should report his or her concerns to the President and Chief Executive Officer, who will raise the matter with the Audit Committee Chairperson for investigation.

## **Breach of Protocol**

If, upon investigation by the Chairperson or the Audit Committee Chairperson, a breach of this Protocol is established, the Chairperson or Audit Committee Chairperson will report to the Board of Directors and the Board may take such action as it deems appropriate. With respect to a Committee member who is not a Board member, action could include removal of the member from a Board Committee. In the case of a Director, Board action could include a recommendation to the Lieutenant Governor in Council that the Director be disqualified from holding office as a Director.

Approved and adopted this 21st day of December, 2007