



Workplace Conduct Policy

Definitions

In this policy,

“Workers” collectively means the Municipal Pension Board of Trustees’ (board) employee(s) and all other workers present at a workplace at which the board’s business is being carried out, and

“Workplace” includes the board’s offices; the location of a board or committee meeting; the location of board-related social functions, conferences, education, and travel; or any other location where the board’s business is being carried out.

Purpose

The board is committed to providing a collegial working environment in which all individuals are treated with respect and dignity.

Part III of the board’s Trustee Code of Conduct provides, in part:

...

(b) each Trustee is expected to conduct themselves in a courteous, respectful, diligent, honest and professional fashion at each Board and committee meeting and to act with integrity in order to ensure the Board and committees carry out their mandate in a fully effective manner;

(c) when acting on behalf of the Board, or in a capacity where the Trustee may be perceived as a representative of the Board, Trustees will conduct themselves professionally and with integrity;

...

This policy is an expansion of that requirement.

Individuals have a right to work in a professional atmosphere that is equitable, respectful, and free from bullying, harassment, discrimination, and malicious complaints. The board expects that all individuals appointed to the board and all non-Worker individuals will treat Workers in a fair and respectful manner at the Workplace. The board also expects that Workers will treat each other in a fair and respectful manner.

Bullying, harassment, discrimination, and malicious complaints are not acceptable and will not be tolerated. The board encourages reporting of all incidents of workplace misconduct, regardless of who the offender may be.

Application of Policy

This policy applies to all Workers and all individuals who are appointed to the board (trustees).

It is recognized that Workers who are not employed by the board may also be subject to similar workplace conduct policies adopted by their own Employer and that the application of this policy will be coordinated with that other employer's workplace conduct policy where necessary.

This policy applies to incidents where a reasonable connection to board business exists, whether the incident occurs within normal hours of operation or outside of normal working hours. This policy applies to interpersonal and electronic communications, such as email.

Prohibited Conduct

The following conduct is prohibited:

1. Bullying and harassment
 - (a) including any inappropriate conduct or comment by a trustee or non-workplace individual or between Workers that the person knew or reasonably ought to have known would cause the other person to be humiliated or intimidated, but
 - (b) excluding any reasonable action taken by the board or its executive director, or a Worker's indirect or direct supervisor relating to the management and direction of Workers or the place of employment.
2. Discrimination including discrimination based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or conviction of a criminal or summary conviction offence unrelated to the individual's employment.
3. Malicious complaints which occur when a person makes a complaint under this policy knowing that it is untrue. Submitting a complaint in good faith is not a malicious complaint.

For greater clarity, examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors.

Bullying and harassment do not include expressing differences of opinion; offering constructive feedback, guidance or advice about work-related behavior; or reasonable action taken by the board, its Executive Director, or a Worker's indirect or direct supervisor relating to the management and direction of employees, service providers, contractors, or the board office.

Personnel Rights and Responsibilities

All trustees and Workers have a responsibility to uphold this policy by:

- conducting themselves in a manner which demonstrates professional conduct and mutual respect for others, and honours diversity and inclusion in the workplace,
- not engaging in conduct prohibited by this policy,
- reporting any incidents which are in violation of this policy, whether observed or experienced,

- participating fully and in good faith in any investigation or resolution process where they have been identified as having potentially relevant information,
- respecting the rights to personal dignity, privacy and confidentiality pertaining to this policy, and
- participating in education opportunities aimed at maintaining a respectful workplace.

Reporting, Investigation, and Resolution

Trustees and Workers are responsible for reporting any breaches of this policy that they observe or experience (the complainant) in the course of board business. This does not include incidents between individuals employed by the same organization, which is not the board.

The complainant should keep a written record of the misconduct, including the names of the parties involved, the date(s), time(s), location(s), circumstances, witnesses (if any) and any other relevant supporting documents, such as emails and handwritten notes.

The complainant is encouraged to try to explain to the person responsible for the misconduct (the Respondent) how their actions were perceived. If this is not possible or where such an approach does not produce a result satisfactory to the complainant, the complainant may report the matter, verbally and/or in writing, to the board's executive director. If the incident involves the executive director, the complainant may report the matter, verbally and/or in writing, to the board chair. Reports of breaches of this policy should be reported as soon as possible, so that action can be taken and incidents can be investigated promptly.

The executive director or chair will ensure an investigation is made and a report completed documenting the incident, the names of the people involved, any witnesses, and details of the matter. At the discretion of the executive director or chair, an external investigator may be engaged to investigate and provide a report.

Findings of misconduct may result in the board:

1. terminating
 - a. an employee, or
 - b. a contract for services, or
2. asking
 - a. a service provider to replace an employee or contractor working on Board business, or
 - b. an appointing authority to replace a trustee on the Board.

If an external organization does not take action requested by the board, the board will proceed as is reasonably necessary to address the matter.

External Solutions

While the board is committed to resolving incidents of workplace misconduct internally, nothing in this policy precludes any person from pursuing other avenues of redress, including making a complaint under the Criminal Code, the BC Human Rights Code, the grievance process articulated in a collective agreement, or their employer's own policy process.

Policy Review Cycle

Annual.

Policy Classification and Access

This policy is classified as public; it is freely available to share outside of the organization. All trustees, workers, service providers, and contractors will be provided with a copy. A copy will be incorporated by reference into all board service agreements and service contracts■

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