

Respectful Conduct Policy

Policy number:	HR-MNG-008
Section:	Human resources
Sub-section:	Manage
Author:	Human Resources
Authority:	Council
Effective date:	2000-06-05
Review by date:	5 years from Council approval date

Policy statement

Under the [Ontario Human Rights Code](#), every person has a right to equal treatment with respect to employment. Under the [Occupational Health and Safety Act](#), all employers are required to have a workplace harassment policy and program to provide information, instruction and protect workers from workplace harassment. This Respectful Conduct Policy articulates the Town of Oakville's commitment to prevent and address harassment and discrimination.

The Town of Oakville is committed to providing a working environment in which all individuals are entitled to and expected to contribute to a respectful workplace. The Town will not tolerate, ignore or condone discrimination or harassment and is committed to promoting respectful conduct, tolerance and inclusion. All individuals are to be treated with respect and dignity in keeping with the Town's core values of leadership, inclusivity, sustainability, quality of life, fiscal responsibility, and excellence. All employees are responsible for respecting the dignity and rights of their co-workers and the public they serve.

Purpose

The purpose of this policy is to ensure a climate of understanding and mutual respect for the worth and dignity of each individual. This policy is supported by the Town's Respectful Conduct Procedure.

Scope

This policy applies to all Town employees (including but not limited to full-time, part-time, students, seasonal, temporary and interns), any individual representing or acting on behalf of the Town in any manner (i.e. contractors, consultants) and every person accessing Town property, services, events and programs.

References and related documents

Ontario Human Rights Code

Respectful Conduct Procedure

Accommodation Under Ontario Human Right's Code Procedure

Accommodation for Employees with Disabilities Procedure

Occupational Health, Safety and Violence Policy

Workplace Violence Procedure

Employee Code of Conduct

Customer Service Standards and Customer Conduct Policy and related procedures

Code of Conduct for Members of Council and Local Board Members

Accessibility for Ontarians with Disabilities Act, 2005

Occupational Health & Safety Act

Accessible Employment Procedure

Any other relevant Town policies and procedures