

Respectful Workplace Policy - Definitions

To be read in conjunction with ARC's [Respectful Workplace Policy](#) and [Respectful Workplace Policy - Resolution Procedure](#) documents.

Disrespectful Workplace Behaviour is a single incident or repeated incidents which are objectionable and/or unwelcome behaviour directed at an individual and can be considered forms of Discrimination, Bullying, Harassment, Sexual Harassment or Workplace Violence, as more particularly defined below. Such behaviour serves no valid work-related purpose and can create a hostile or poisoned work environment.

"Discrimination" is any unwelcome or objectionable conduct, comment, display or behaviour that is directed at an individual and detrimentally affects the work environment or leads to adverse job-related consequences for an individual with respect to any of the grounds protected by the *Alberta Human Rights Act* including race, religious belief, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation and equal pay as well as the characteristics protected by the *British Columbia Human Rights Code* which include all grounds listed under the Alberta Act above (but defined as protected characteristics in the BC Code) in addition to indigenous identity, political belief and criminal conviction Both the *Alberta Human Rights Act* and the *British Columbia Human Rights Code* prohibits workplace discrimination based on these grounds or characteristics. The behaviour need not be intentional to be considered discrimination.

"Bullying" is a repeated pattern of negative behaviour aimed at a specific person or group and can involve any form of harassment, discrimination, and workplace violence, and can be considered disrespectful workplace behaviour. Although it may include physical abuse or the threat of abuse, workplace bullying often involves rudeness, hostility, and intimidation.

"Harassment" is any objectionable or inappropriate conduct, comment, or action by a person towards another person that the person knew, or reasonably ought to have known, would cause that person to be humiliated, intimidated, or bullied through actions of disrespectful workplace behaviour as described above. It can be verbal or physical conduct which has the purpose or effect of either interfering with an individual's work performance or of creating an intimidating, hostile, offensive or unsafe work environment. Harassment may include, but is not limited to, derogatory remarks, offensive jokes, the display, or circulation of offensive printed or visual material or offensive physical actions.

"Sexual Harassment" means any behaviour or action of a sexual nature that:

- Abuses, humiliates, or undermines the personal dignity of an individual, endangers the well-being and security of an individual, interferes with work performance, or creates an intimidating or hostile environment.
- Is made by a person who knows, or ought reasonably to know, that such behavior or action is unwelcome.

"Workplace Violence" means any threatened, attempted, or actual conduct in which a person is abused, threatened, intimidated, or assaulted in their employment. Workplace violence that could cause physical or psychological injury or harm. Workplace violence is not limited to incidents that occur within the traditional workplace.