SUMMER VILLAGE OF WHITE SANDS

Prepared by:	Administration	**Number**:	ADM 1.9
Adopted by:	White Sands Council	**Date**:	September 17, 2025
Amended:	December 15, 2025	**Resolution#**	25:12:14

Title: Respectful Workplace & Fair Treatment Policy

Purpose:

The Summer Village of White Sands is committed to maintaining a safe, respectful, and inclusive workplace where all individuals are treated fairly and professionally. This policy outlines our expectations for respectful treatment and equal opportunity in accordance with the Alberta Human Rights Act, the Occupational Health and Safety Act (OHS), and WCB Alberta standards.

This is a workplace conduct policy, not a mental health or therapeutic support policy. It is focused on:

- Legal compliance
- Fair job treatment
- Respectful communication
- Workplace safety and professionalism

Scope:

This policy applies to:

- All employees (permanent, temporary, seasonal)
- Contractors and consultants
- Volunteers
- Elected officials
- Members of the public interacting with staff in a municipal context

This applies to all workplace-related settings, including:

- Municipal offices, worksites, vehicles
- Off-site meetings or conferences
- Remote/virtual workspaces
- Any situation where work is being performed on behalf of the municipality

Definitions:

Violence means any threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury. This includes, but is not limited to:

- Hitting, pushing, or other physical aggression
- Threatening harm (verbal, written, or electronic)
- Intimidation, stalking, or behaviour that causes a person to reasonably fear for their safety

- Damage to property intended to frighten or intimidate someone

Harassment means any single serious incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action that the person knows or ought reasonably to know would cause offence, humiliation, or physical or psychological harm.

Harassment can be sexual or non-sexual and may be based on personal characteristics or protected grounds under the Alberta Human Rights Act (such as race, gender, disability, age, religion, etc.).

Bullying means repeated, unreasonable, or hostile behaviour directed at a person that is intended to, or could reasonably be expected to, intimidate, degrade, humiliate, isolate, or undermine them. This may include name-calling, spreading rumors, sabotaging work, or ongoing negative treatment that is not related to legitimate performance management.

Discrimination means differential or adverse treatment of a person, or a failure to accommodate, based on one or more protected grounds under the Alberta Human Rights Act, including: race, religious beliefs, colour, gender, gender identity, gender expression, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.

Workplace means any location, physical or virtual, where work duties are performed or where a person is present for work-related purposes on behalf of the Summer Village. This includes municipal offices, worksites, vehicles, off-site meetings or conferences, remote or virtual workspaces, and any other location where work is carried out for the municipality.

Examples of Harassment and Discrimination
Harassment and discrimination, as defined above, can include (but are not limited to) the following types of conduct:

- Unwelcome jokes, slurs, or teasing based on protected grounds
- Verbal abuse, threats, or intimidation
- Physical contact or gestures that create a hostile or unsafe environment
- Sexual harassment (unwelcome sexual comments, advances, or material)
- Gender-based assignment of work or exclusion from

duties or roles

Not Harassment

The following are **not** considered harassment when carried out in a respectful and professional manner:

- Job performance feedback, coaching, or disciplinary action carried out respectfully
- Assignment of duties based on qualifications, availability, or safety requirements
- Enforcing reasonable workplace expectations (e.g., dress code, safety rules, attendance, performance standards)

Equal Opportunity & Non-Discrimination:

The Summer Village of White Sands is an equal opportunity employer. Employment-related decisions (such as hiring, training, task assignment, or promotions) will be made without bias or discrimination.

No one shall be treated differently because of:

- Race or ethnicity
- Gender or gender identity
- Sexual orientation
- Age
- Religion or belief
- Family status or marital status
- Disability (mental or physical)
- Ancestry, place of origin, or source of income

Fair & Respectful Treatment of Employees:

All staff must be treated with dignity and equality in their daily work, including:

- Fair job duty assignments: Tasks and responsibilities must be assigned based on skills, training, and operational needs — not on gender or assumptions about ability.
- Equal access to opportunity: Training, development, and recognition should be offered without bias.
- Respectful interaction: No employee should be spoken to or treated in a dismissive, condescending, or aggressive manner based on who they are.

Examples of Unacceptable Conduct:

- Assigning men physical or complex tasks and giving women repetitive or menial work
- Speaking more respectfully to one gender than another
- Ignoring or undervaluing a staff member's input because of their identity.
- Public disrespect or unequal representation at meetings or events

Respectful Communication Standards:

Everyone working with or for the Summer Village is expected to:

- Use clear, respectful, and professional language
- Avoid sarcasm, name-calling, or biased remarks
- Refrain from jokes or comments about gender, appearance, or personal traits
- Communicate consistently, regardless of a person's role or identity

False or Vexatious Complaints:

Complaints determined to be false, frivolous, or made in bad faith may result in the complainant being restricted from submitting further complaints for a specified period.

Records Management:

All complaints and related documentation will be maintained in accordance with municipal records retention bylaws and FOIP requirements.

Review of Policy:

This policy will be reviewed by Council at least once every three (3) years to ensure relevance and effectiveness.

Interactions with the Public:

Municipal staff must also be treated respectfully by members of the public. Supervisors must:

- Support staff if the public is acting aggressively or disrespectfully
- Monitor work assignments where staff (especially women) may be isolated or vulnerable to mistreatment

Set and communicate standards of public conduct when interacting with municipal employees

Reporting a Concern:

Anyone who believes they have been treated unfairly, harassed, or discriminated against — or who witnesses such behaviour — should take the following steps:

Step 1: Speak Up (if safe)

If you feel safe, you may tell the person their behaviour is not appropriate.

Step 2: Report the Issue

You may report concerns to:

- Your direct supervisor
- The **Chief Administrative Officer (CAO)**
- The **Mayor or Council** (if the complaint involves the CAO)

Step 3: File a Written Complaint (if needed)

You may complete a formal complaint form with:

- Dates, times, people involved, and details of the

behaviour
- Your signature

Investigation & Action:

- All reports will be taken seriously and investigated promptly and fairly.
- Investigations will be confidential and respectful to all parties.
- If a violation is confirmed, corrective action may include:
    - Verbal or written warnings
    - Mandatory training
    - Suspension or termination
    - Legal reporting or involvement if necessary
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False or Malicious Complaints:

False, malicious, or deliberately misleading complaints are also a form of misconduct and may lead to disciplinary action. This does not include complaints made in good faith, even if they are not substantiated.

No Retaliation:

Anyone who reports concerns or participates in an investigation will not face retaliation, punishment, or subtle forms of exclusion. Retaliation is a violation of this policy.

Training & Awareness:

- All staff will receive a copy of this policy during orientation.
- Regular training may be provided to support respectful workplace practices.

Supervisors will receive guidance on how to apply this policy fairly.

Policy Limitations:

- This policy applies only to workplace-related conduct.
- Off-duty, social situations not connected to the employer are not covered unless they are part of an official work activity (e.g., conferences, training, or staff events).
- This policy is not a substitute for personal counselling, mental health treatment, or legal advice.

Policy Review & Maintenance:

This policy will be reviewed every three-years, and updated as needed to reflect legal requirements, operational needs, or best practices. Staff will be notified of any changes.

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Legislation References:

- Alberta Human Rights Act
- Occupational Health and Safety Act (Alberta)
- Workers' Compensation Act (Alberta)

Acknowledgement:

All employees, contractors, elected officials, and volunteers must sign an Acknowledgement Form (Schedule A) confirming they have read, understood, and agree to comply with this policy.

Schedule A:

Summer Village of White Sands
Respectful Workplace and Fair Treatment Policy – Acknowledgement Form

I, _____ acknowledge that I have received, read, and understood
(Print Full Name)
the Respectful Workplace and Fair Treatment Policy of the Summer Village of White Sands.

I understand that this policy:

- Applies to me in my role as an employee, contractor, volunteer, or elected official
- Outlines expectations for respectful behaviour and fair treatment
- Is based on Alberta law (Human Rights, OHS, WCB)
- Is not a mental health or therapy policy, but a professional conduct policy

I understand that I have a responsibility to:

- Treat others with respect and fairness
- Avoid discrimination, harassment, and bias
- Report any concerns or violations according to the procedure in the policy
- Cooperate with any investigations related to this policy

I understand that violations may lead to disciplinary action, up to and including termination of employment or contract.

Employee/Contractor/
Elected Official/Volunteer Name: _____

Signature: _____ **Date:** _____

Position/Title: _____

Witness (if applicable): _____

Schedule B:

Summer Village of White Sands
Staff Quick Reference Sheet
Respectful Workplace: What You Need to Know

- **What This Policy Is:**

A policy that ensures all staff, contractors, volunteers, and elected officials are treated **fairly**, **respectfully**, and **equally**, based on **Alberta's Human Rights, Occupational Health and Safety, and WCB legislation**.

- **Key Standards:**
  - Treat everyone **with dignity and respect**
  - Assign jobs **based on skills**, not gender or assumptions
  - Speak to others professionally — no sarcasm, bias, or aggression
  - **No discrimination or harassment** of any kind
  - **Support each other** if someone is being treated unfairly
  - Expect the same respect from the public — report any problems

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- **Protected Grounds (from discrimination):**
  - Gender / Gender Identity
  - Race or Colour
  - Religion
  - Age
  - Disability
  - Family or Marital Status
  - Sexual Orientation
  - Place of Origin, Ancestry, or Income Source

- **Not Considered Harassment:**
  - Respectful job feedback or discipline
  - Decisions based on qualifications
  - Reasonable workplace expectations

- **What To Do If You Experience or Witness a Problem:**

1. If safe, speak to the person

2. Report to a supervisor or CAO
3. Use the **Respectful Workplace Complaint Form**
4. You may also contact:
    - **Alberta Human Rights Commission**
    - **Occupational Health and Safety Alberta**

No retaliation will be allowed for making a good faith report.

🔹 **Questions?**

Speak with your supervisor or the CAO.