

Respectful Workplace Policy

(Policy to Support a Respectful Workplace and Prevent Workplace Harassment and Discrimination)

Abbreviated for posting

Updated effective October 1, 2017

Last review completed: 2022

POLICY STATEMENT

The Ontario Public Service (OPS) is committed to fostering and sustaining a respectful workplace. A respectful workplace is one that values diversity and inclusion, dignity, courteous conduct, fairness, positive communication and professional working relationships. A respectful workplace is inclusive, diverse, equitable, accessible and free from workplace harassment and discrimination.

The policy of the OPS is to take every reasonable step to:

- cultivate and sustain a respectful, positive, inclusive and supportive work culture
- promote awareness of rights and responsibilities
- prevent, identify and eliminate workplace harassment and discrimination in a timely manner
- improve and/or restore work environments and work relationships affected by incidents or allegations of workplace harassment or discrimination.

PURPOSE

The purpose of this policy is to:

- promote respectful and inclusive behaviours in support of the health, safety, human rights and dignity of individuals in OPS workplaces
- establish principles for maintaining positive and productive workplaces and mandatory requirements for the prevention of workplace harassment and discrimination.

APPLICATION AND SCOPE

This policy applies to all:

- ministries and Commission public bodies (CPBs)
- deputy ministers, chairs of CPBs and prescribed PSC delegates of CPBs
- public servants appointed under Part III of the *Public Service of Ontario Act, 2006* (PSOA) including Ministers' staff.

MANDATORY REQUIREMENTS

This policy includes requirements for: prevention, information and awareness, confidentiality and privacy, timeliness, addressing workplace harassment and discrimination, right to representation, management response, service delivery models, and measurement and review. It also includes policy violations and consequences for policy violations.

Find the full version of the policy on the Inside OPS Directives and Policies website or ask your manager for a copy. Accessible formats are available upon request through the HR Strategy and Policy Branch, Treasury Board Secretariat at HRPolicyTeam@ontario.ca.

Further information and resources on the OPS Workplace Discrimination and Harassment Prevention (WDHP) Program led by the WDHP Office, Treasury Board Secretariat, Centre for Human Resources and Payroll Services that supports the implementation of this policy can be found on Inside OPS or by email at wdhp@ontario.ca.

OPP employees can contact the Ontario Provincial Police (OPP) Respectful Workplace Unit at OPP.Respectful.Workplace@opp.ca for information about the OPP Respectful Workplace Program.

The OPS Employee Assistance Program (EAP) offers confidential, toll-free assistance, 24 hours a day, 7 days a week through the dedicated WDHP information line at 1-877-298-8851.