

Resolution Options

The Respectful Workplace Policy promotes employee involvement in resolving situations. Resolution through the informal complaint process, as well as mediation, is encouraged at any stage.

Employees who believe they have experienced offensive behaviour may choose to speak directly with the person(s) causing it and inform them that their behaviour must stop.

Mediation

A voluntary process used to resolve conflict by having a neutral person help the parties involved in the dispute attempt to arrive at a mutually acceptable solution.

Mediation services are available by request, in appropriate circumstances, whether or not a complaint has been made.

Informal Complaint

An allegation of offensive behaviour that is brought to a manager or human resource professional.

Formal Complaint

A written allegation of offensive behaviour that is submitted to the Respectful Workplace Coordinator on the approved complaint form.

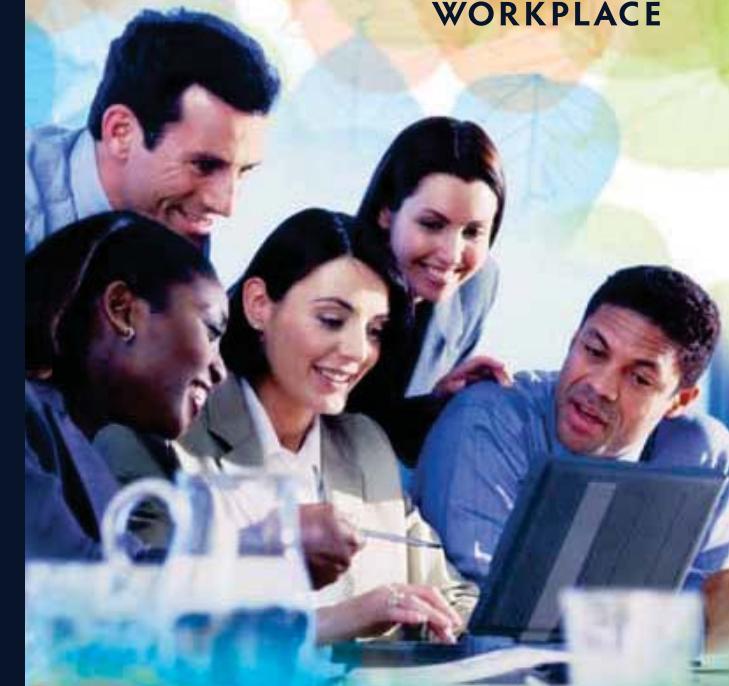
For more Information

For more information about the Respectful Workplace Policy, go to:
[www.gov.ns.ca/psc/employeeCentre/
respectfulWorkplace](http://www.gov.ns.ca/psc/employeeCentre/respectfulWorkplace)

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Respect at Work

The Government of Nova Scotia is committed to a healthy, safe, and supportive workplace and is committed to providing a work environment that values diversity and where all persons are treated with respect and dignity.

Creating a Respectful Workplace

We all have a role to play in creating a Respectful Workplace. Employees are expected to treat all persons with respect and dignity. Managers are expected to lead by example and to take all reasonable measures to ensure a work environment is free from offensive behaviour.

Offensive behaviour affects the workplace and the well-being of individuals and will not be tolerated.

Whether the source of the offensive behaviour comes from within government or outside, any allegation of offensive behaviour will be taken seriously and dealt with promptly.

Both, formal and informal complaints will result in a review of relevant information by a manager, a human resource professional, or the Respectful Workplace Coordinator.

Respectful Workplace Policy

This policy promotes awareness, prevention, and prompt resolution of offensive behaviour.

It is the purpose of the Respectful Workplace Policy to

- promote awareness for employees and create understanding as to what is considered offensive behaviour
- promote a work environment that is free from all forms of offensive behaviour
- provide a mechanism to have offensive behaviour addressed and eliminated from the workplace

Offensive behaviour means

harassment, sexual harassment and/or discrimination.

Allegations of offensive behaviour will be thoroughly reviewed and where it is warranted, an action plan to resolve the matter will be initiated. This may include mediation, investigation or a workplace assessment. Depending on the circumstances, a finding of offensive behaviour may result in disciplinary action.

Respectful Workplace Training

Respectful Workplace for Employees

Mandatory for all employees including managers and human resource professionals.

Respectful Workplace for Managers

Mandatory for all managers and human resource professionals.

Respectful Workplace for Human Resource Professionals

Mandatory for all human resource professionals.

Respectful Workplace Awareness Sessions

Available upon request.

Respectful Workplace training for employees and managers is available by classroom delivery or E-learning.

For information about registering for training, please visit: <https://learnnet.learnflex.net>