

AU1000 – WORKPLACE ENVIRONMENT

1.0 POLICY

The policy of the Interior Health Authority (the Authority) is to provide and maintain a workplace that is free of discrimination and harassment, not only the specific conduct prohibited by the *BC Human Rights Code*, but of any form of personal harassment which may cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group.

The Authority is committed to a professional working environment where employees, medical staff, volunteers and students working within the Authority's facilities and programs, are treated with respect and dignity. The Authority is committed to a workplace where the full range of staff diversities are recognized, welcomed and valued.

2.0 MANAGEMENT RESPONSIBILITIES

In the implementation of this Policy, management will:

- a) Ensure that this policy goal is communicated to all staff members and remains a priority throughout the broad spectrum of personal contacts and relationships generated by the Authority's operations.
- b) Develop internal policy guidelines which identify unacceptable conduct.
- c) Organize and renew as necessary, related staff education programs
- d) Develop a confidential reporting and investigation system and a sensitive, flexible process for resolving complaints, which includes access to trained counselors.
- e) Maintain a zero tolerance stance, taking appropriate action where policy goals have not been met, including discipline or dismissal where necessary.

3.0 PERSONAL RIGHTS

- 3.1 Any allegation or complaint of discrimination, harassment or personal harassment will be considered personal information supplied in confidence for the purpose of Sections 22(2)(f) of the Freedom of Information and Privacy Act. This Section of the Act entitles a complainant to confidentiality of both their name and the substance of the complaint. The name of the complainant or the substance of the complaint will not be disclosed to any person except where disclosure is necessary for the proper investigation of the complaint, or as required by law.
- 3.2 This policy is in addition to and not in substitution for any rights an individual may have to pursue action, whether under collective agreements, policies including Medical Staff By-Laws or any applicable legislation, including human rights legislation. In cases where a staff member elects to pursue external remedies, the Authority has the right to discontinue its investigation.

Policy Sponsor: VP Human Resources	1 of 2
Policy Steward: Director, Labour & Employee Relations	
Date Approved: September 2003	Date(s) Reviewed(r)/Revised(R): July 2020 (R); Dec 2022



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3.3 This policy is not intended to constrain legitimate work-related behaviours. (For example, a supervisor engaged in legitimate, non-harassing behaviour when attempting in good faith to address or correct misconduct or poor performance.) This policy is not intended to constrain normal social interaction or banter between people.

4.0 ACCOUNTABILITY

Management will make periodic reports to the Board and measures taken to implement the policy and its effectiveness. The Board will also be kept informed of any serious incidents, the action which has been taken, and the outcome.

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