
Municipalities
Newfoundland and Labrador

Municipalities
Newfoundland and Labrador

Working Together for Respectful Municipalities

Hind Eloukkal, WRDC
Dr. Kathleen Parewick, MNL

Respectful Workplaces

MNL's 2016-17 Work Plan





Taking stock

What have you got now?

Something?

Nothing?



Reflect & Draft

Developing awareness

Examining attitudes

Tailoring your policy



Partners:

Municipalities Newfoundland and Labrador

PMA Professional Municipal Administrators

MSCNL

HUMAN RIGHTS COMMISSION
Newfoundland and Labrador
www.thinkhumanrights.ca | @nlhumanrights

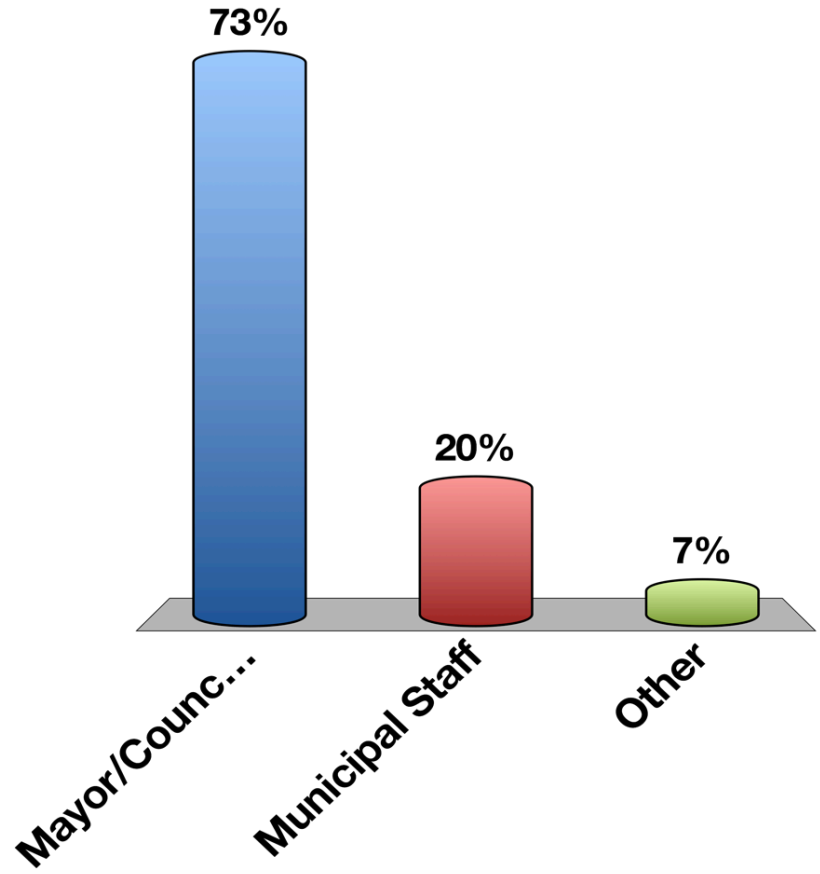
WOMEN IN RESOURCE DEVELOPMENT CORPORATION

PROVINCIAL ADVISORY COUNCIL ON THE STATUS OF WOMEN
NEWFOUNDLAND & LABRADOR



Which one of the following best describes your current role?

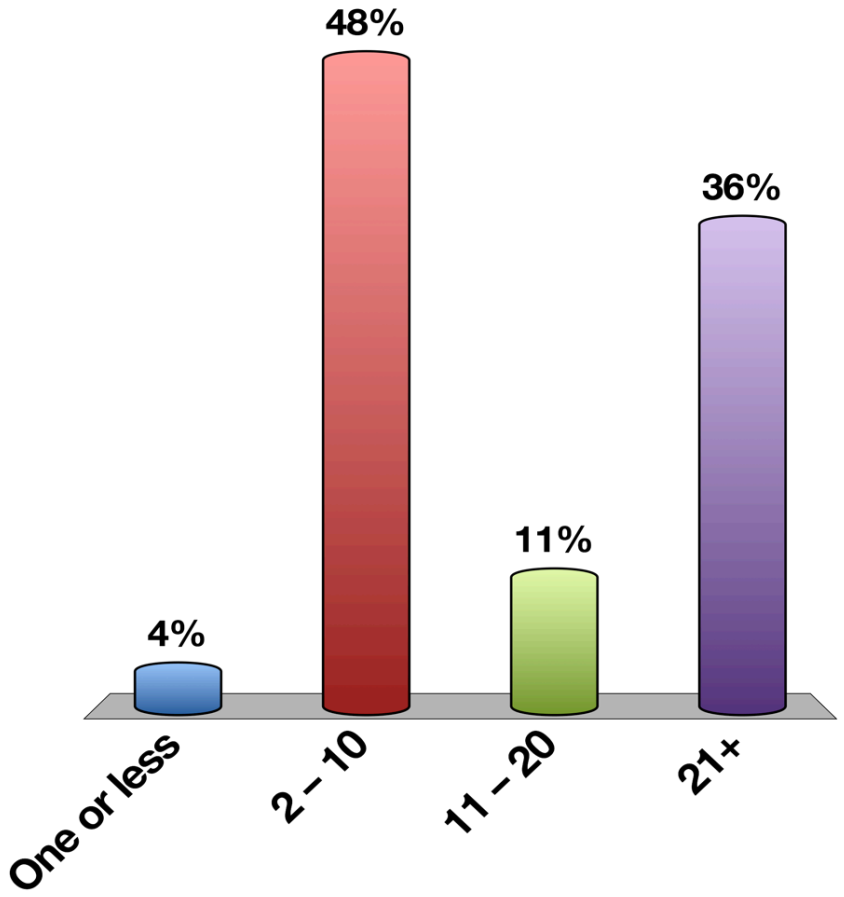
1. Mayor/Councillor
2. Municipal Staff
3. Other





How many staff are currently employed by your municipality?

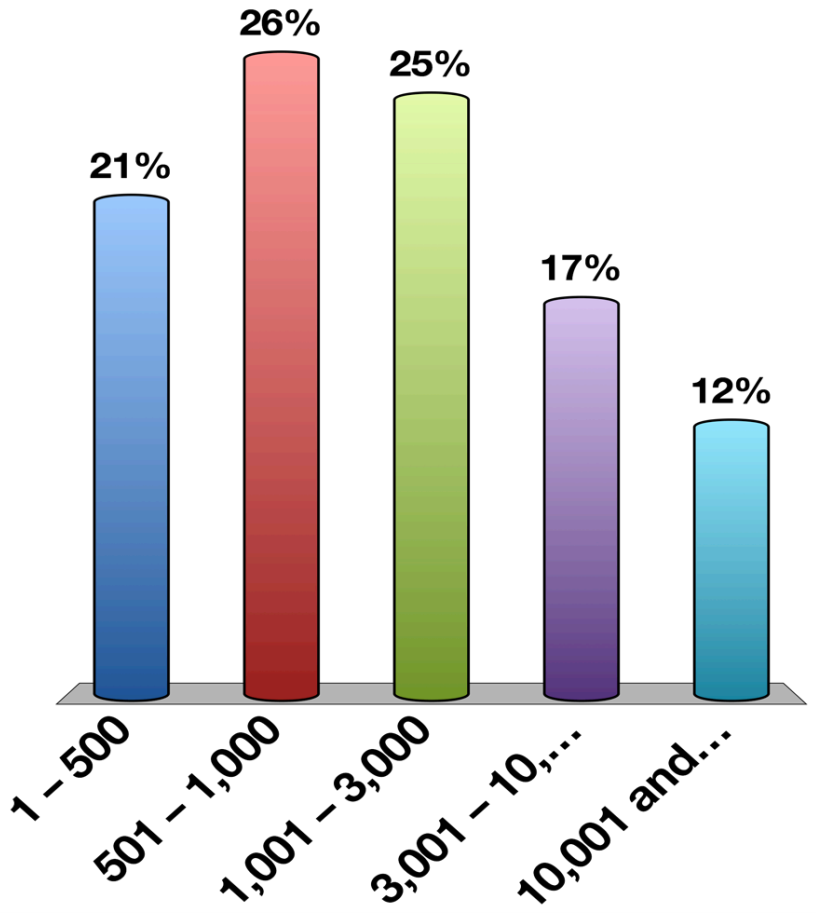
1. One or less
2. 2 – 10
3. 11 – 20
4. 21+





What is the population of your community?

1. 1 – 500
2. 501 – 1,000
3. 1,001 – 3,000
4. 3,001 – 10,000
5. 10,001 and up





WORKING TOGETHER FOR RESPECTFUL MUNICIPALITIES



Key Objectives

RESPECTFUL WORKPLACE

This workshop will help municipalities understand:

- The necessity of developing the ***right*** policies;
- The ***process*** to follow and ***supports*** available;
- By ***addressing conflict when it happens***, policies are key to reducing harassment, discrimination and bullying in the workplace;
- That ***you are not alone***!



Why have a Respectful Workplace Policy?

Policies serve several essential functions:

- Communicate values and expectations
- Keep the municipality in compliance with legislation
- Document and implement best practices appropriate to the municipality
- Support consistent treatment, fairness and transparency
- Help management to make decisions that are consistent, uniform and predictable



Legal Framework

- Employment/Labour Standards
- Occupational Health and Safety
- Human Rights
- Workers Compensation



Our Respectful Municipalities Roadmap

Expect

Prevent

Respond



Respectful Workplace Roadmap

1. **Setting Expectations**: Top-down commitment to the development and implementation of policies and procedures related to respectful behaviour

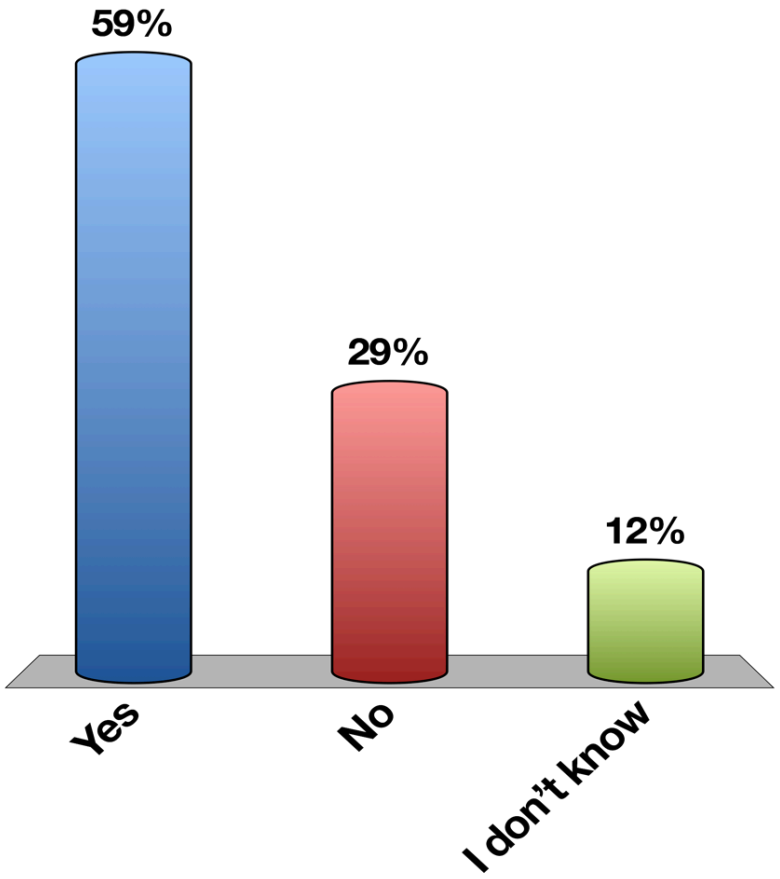
2. **Prevention**: Organizational culture of respect, fairness and trust.

3. **Response:** Progressive resolution process focused on remediation (Informal and Formal resolution processes)



Do you have **municipal policies and procedures** in place related to a **respectful workplace** or **harassment, discrimination, bullying** or **violence**?

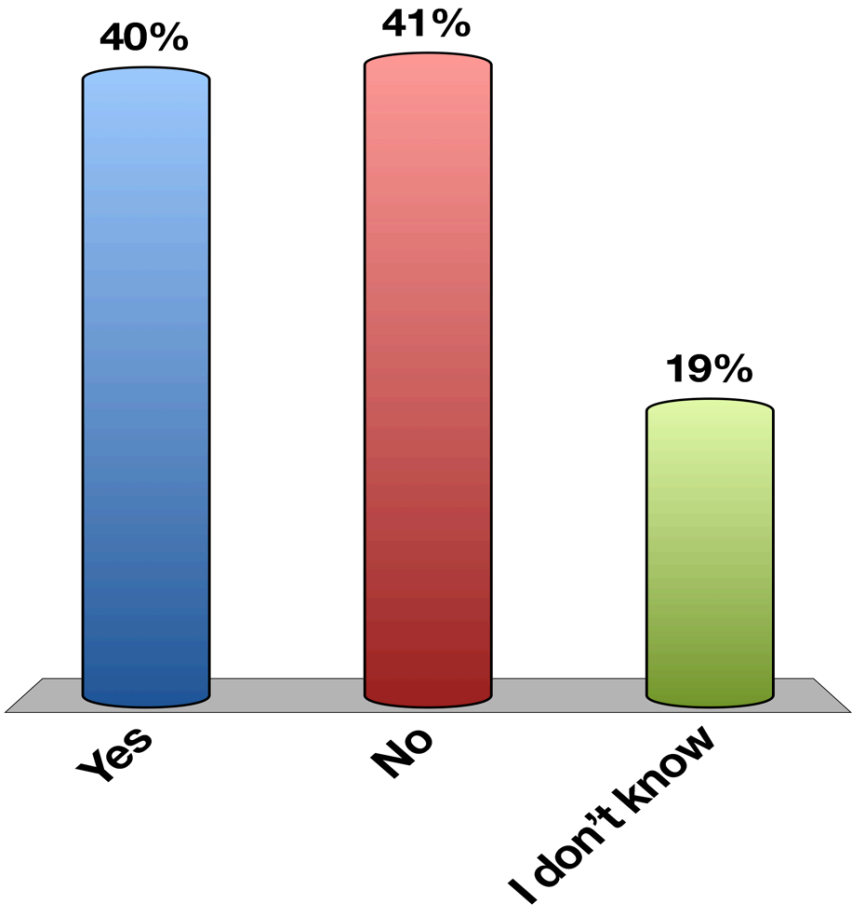
1. **Yes**
2. **No**
3. **I don't know**

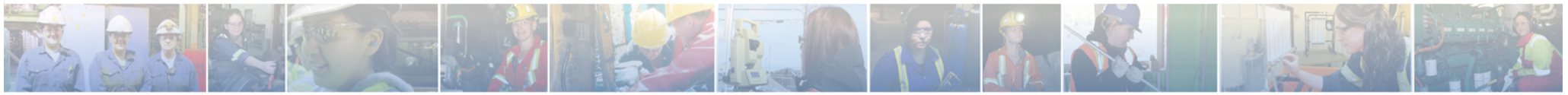




Do you have a municipal **Code of Conduct** to establish expectations for appropriate behaviour?

1. **Yes**
2. **No**
3. **I don't know**

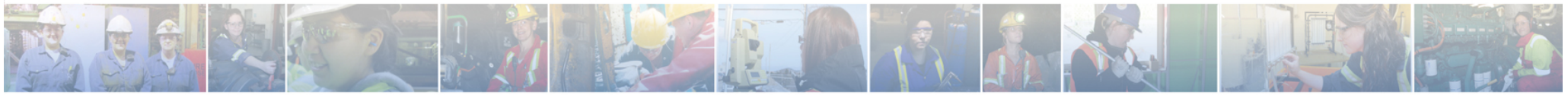




ACTIVITY I
SETTING EXPECTATIONS

A. Code of Conduct (pp. 21-23)
B. Harassment Policies (pp. 24-27)

(25 minutes)



ACTIVITY I - *SETTING EXPECTATIONS*

Reporting Back

(10 minutes)

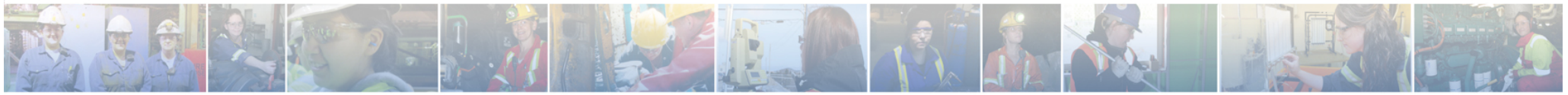


ACTIVITY I - *SETTING EXPECTATIONS*

Scenario A - Code of Ethics

pp. 21-23

Purpose? Who covered? What behaviours addressed?
Who is responsible for what?
Would it work for your municipality?



ACTIVITY I - *SETTING EXPECTATIONS*

Scenario B – Policy

pp. 24-27

Purpose? Who covered? What definitions included?
Who is responsible for what?
Who else might be included in complaints process?
Would it work for your municipality?



Respectful Workplace Roadmap

1. **Setting Expectations**: Top-down commitment to the development and implementation of policies and procedures related to respectful behaviour

2. **Prevention**: Organizational culture of respect, fairness and trust.

3. **Response:** Progressive resolution process focused on remediation (Informal and Formal resolution processes)



Prevention

- Raise awareness and educate
- Encourage role models and respectful workplace champions
- Be aware of the atmosphere in the municipality
- Watch out for characteristics of an unhealthy work environment
- Communicate openly and respectfully
- Widely communicate policies and processes
- Regularly review and evaluate policies and processes



Respectful Workplace Roadmap

1. **Setting Expectations**: Top-down commitment to the development and implementation of policies and procedures related to respectful behaviour

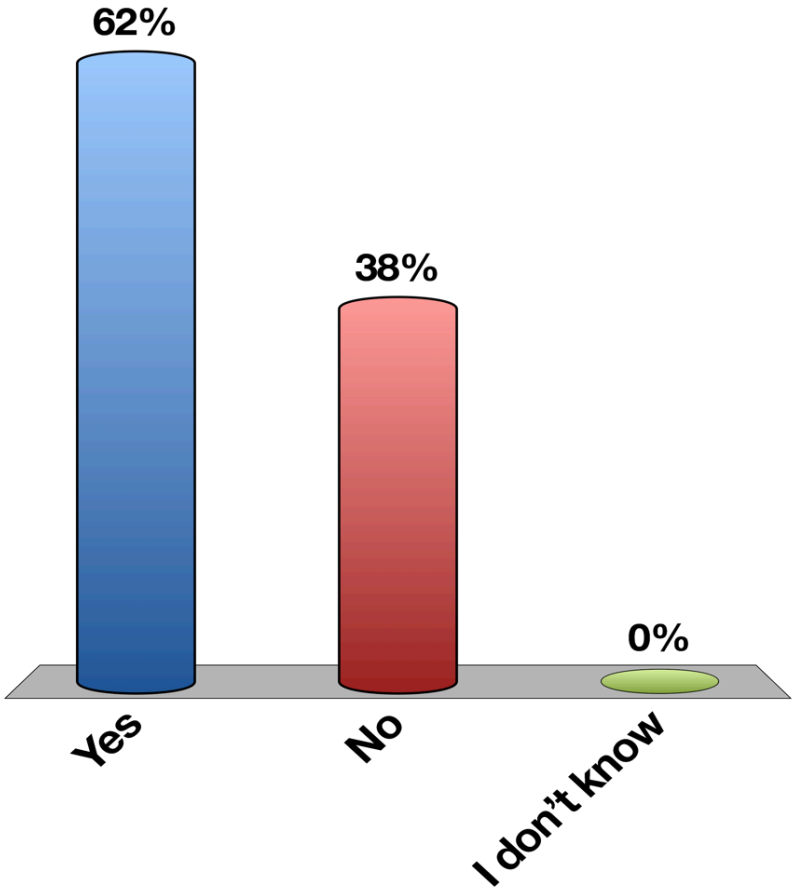
2. **Prevention**: Organizational culture of respect, fairness and trust.

3. **Response:** Progressive resolution process focused on remediation (Informal and Formal resolution processes)



Have there been **complaints** by employees, volunteers or Council members about **disrespectful behaviour** in your municipality?

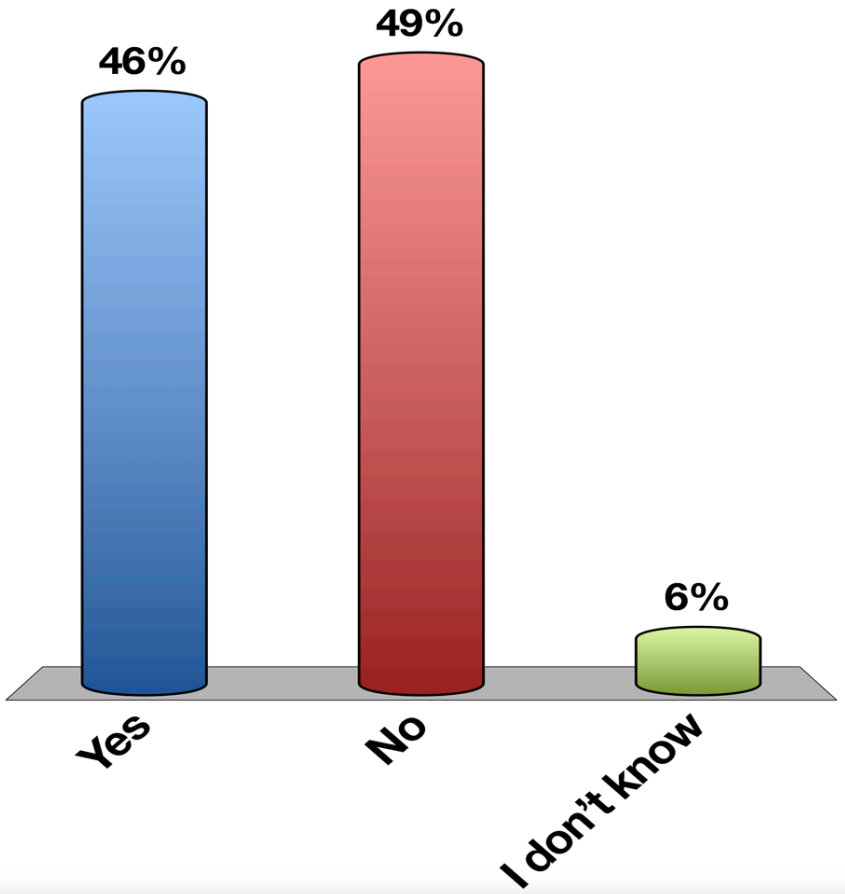
1. **Yes**
2. **No**
3. **I don't know**





Is there a **pattern** in **absenteeism, sickness rates or low moral** that suggests disrespectful behaviour may be an issue in your municipality?

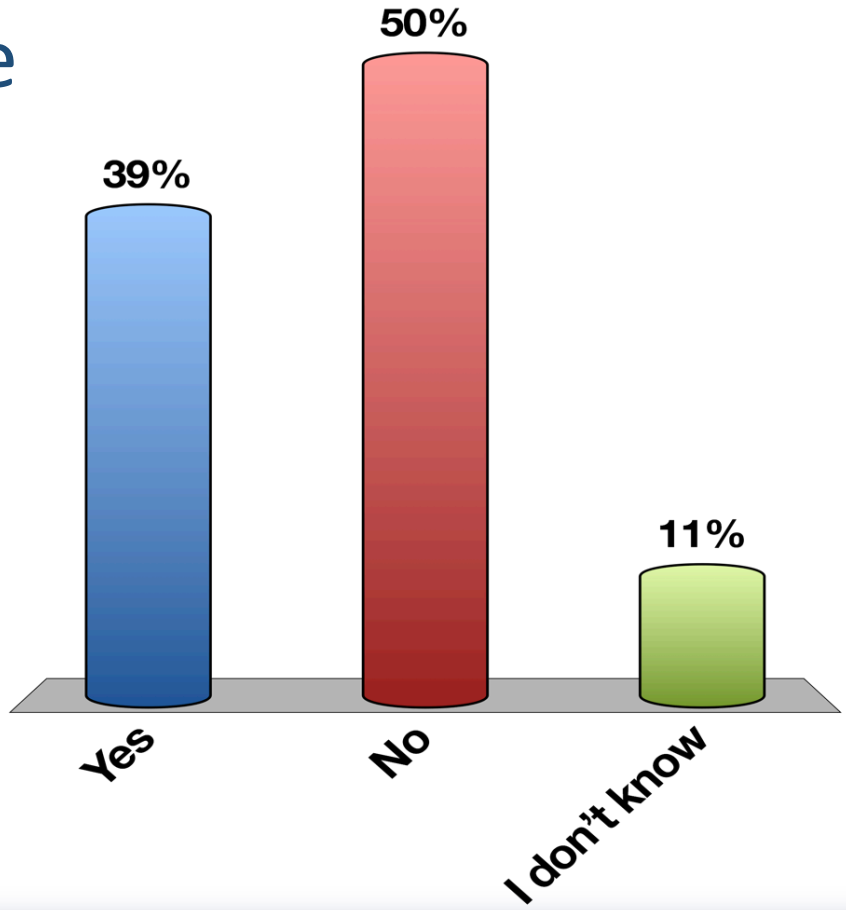
1. **Yes**
2. **No**
3. **I don't know**

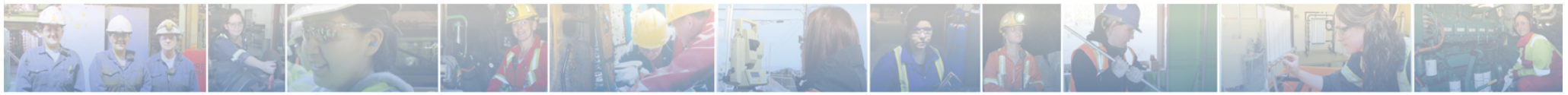




Does your municipality have an **informal and formal complaint process**?

1. **Yes**
2. **No**
3. **I don't know**





ACTIVITY 2
THE RESPONSE

Scenarios

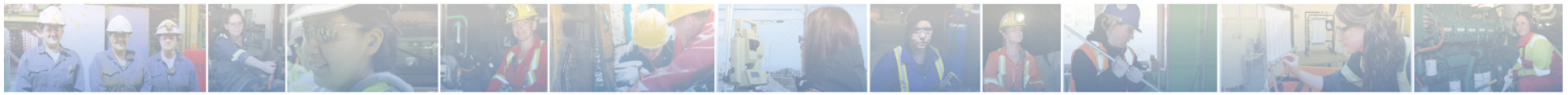
(25 minutes)



ACTIVITY 2
THE RESPONSE

Reporting Back

(10 minutes)

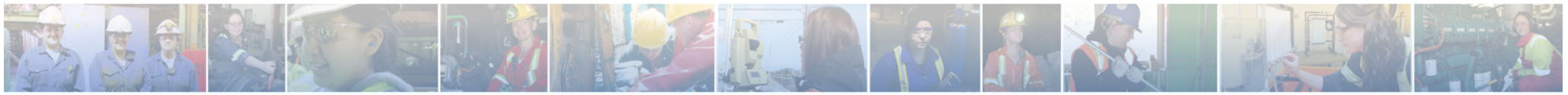


ACTIVITY 2 – *THE RESPONSE*

Scenario A – *The New Guy*

pp. 28-29

What is going on here? What can Mike do? Who should he contact first? Who's responsible for reporting and investigating? How could the supervisor address this? What about the respondent?



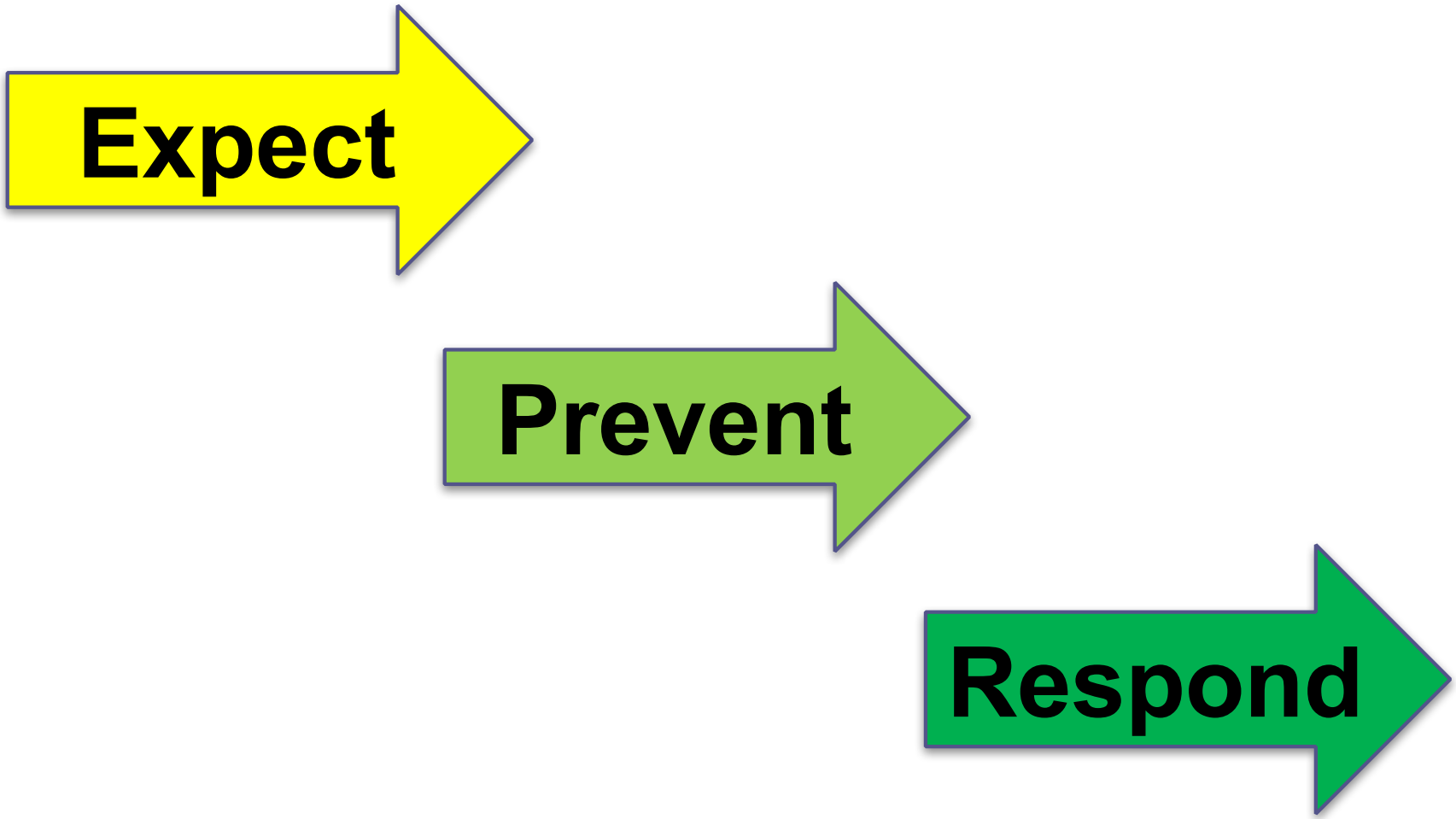
ACTIVITY 2 – *THE RESPONSE*

Scenario B – *The Lifeguard*

pp. 30-31

What is going on here? What can Jane do? Who should she contact first? Who's responsible for reporting and investigating? How could the Council address this? What about the respondent?

Our Respectful Municipalities Roadmap



Register your interest in one of our coordinated regional ***Respectful Municipalities*** **follow-up training & policy development *sessions***

Respect@municipalnl.ca

or by calling

(709) 753-6820, ext. 227





Adopt & Implement

Talk about it...

Recommit regularly

Evaluate


ANY
QUESTIONS
?

Thanks!

Find me at **@paerewyck** & **kparewick@municipalnl.ca**

Municipalities
Newfoundland and Labrador