



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Respect in the Workplace
Policy Number:	AI-040
Effective Date:	October 28, 2024
Reviewed:	October 16, 2025
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Occupational Health and Safety Act, R.S.O. 1990, c. O. 1

Human Rights Code, R.S.O. 1990, c. H. 19

Policy Statement

The Woodstock Police Service Board (the “Board”) is committed to fostering a workplace environment where all Board members and members of the Woodstock Police Service (the “Service”) are treated with respect and dignity. This policy aims to prevent and address behaviours that may contravene the *Community Safety and Policing Act (CSPA)*, the *Ontario Human Rights Code (OHRC)* and the *Occupational Health and Safety Act (OHSa)*. This policy provides guidelines for promoting a respectful workplace and outlines procedures for addressing and resolving issues related to disrespectful behaviour including harassment, discrimination and violence.

Policy Application

1. Managers and supervisors are responsible for ensuring compliance with this policy, modelling respectful behaviour, and addressing complaints properly.
2. Employees of the Service and the Board are expected to uphold the principles of respect, report any incidents of harassment, discrimination, or violence, and cooperate with investigations into such complaints.
3. The Human Resources department shall offer guidance on policy implementation, provide support to affected individuals, and ensure that the policy aligns with the *OHRC* and *OHSA*.
4. Employees who experience or witness harassment, discrimination or violence should report the incident to their supervisor, manager, or Human Resources as soon as possible. Reports can be made either verbally or in writing. All reports will be investigated promptly and thoroughly by designated personnel, with an emphasis on confidentiality to the extent possible, and protection against retaliation.
5. Investigations will be conducted in accordance with legal requirements and Service and Board procedures. Based on the investigation's findings, appropriate corrective action will be taken, which may include disciplinary measures, conflict resolution strategies, or other remedies to address the issue and prevent recurrence.
6. Regular training will be provided to all employees on this policy, including their rights and responsibilities, the reporting process, and the importance of maintaining a respectful workplace.
7. This policy will be reviewed annually to ensure compliance with current laws and organizational requirements. Employee feedback will be considered in the review process.