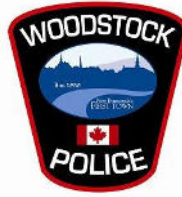


Woodstock Police Force

Standing Order

Date: May 12 th , 2023	Routine Order: 2023-003
Subject: Workplace Conduct Policy	
Link to Supporting Documentation:	
Good day. The following Workplace Conduct Policy will come into effect immediately. The objectives of this policy are: I. To provide a safe work environment for all employees that is free from harassment, bullying, violence and other forms of inappropriate conduct when at work and at work related social functions. II. To allow employees to express concerns and report incidents in good faith without reprisal. III. To ensure all incidents and reports are investigated and dealt with appropriately. A PDF version has been saved to WPF "TrueNAS U" drive /wpfshare /WPF POLICIES. With thanks,	
Approval – G. Forward, Chief of Police	Date: 12 May 2023
Signature: <i>G. Forward</i>	

Woodstock Police Force
822 Main Street
Woodstock, NB
E7M 2E8



Phone: (506) 325-4601
E-mail: wpfadmin@nbpolice.ca

Subject: Workplace Conduct	
Policy Number: 2023-001	
Effective Date: May 12th, 2023	Next Review Date: May 12th, 2026
Area(s) This Policy Applies to: All Staff	Office Responsible for Review of this Policy: Human Resources
Related Instruments:	Policy Sponsors: Human Resources
	Document Pages (including Title Page): This document consists of 7 pages

Revision History:

Woodstock Police Force

Date of Passage of Current Framework:

May 12th, 2023

**I certify that this Policy was adopted by Woodstock Police
Force as indicated above.**

Date Created:

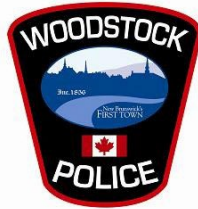
May 12th, 2023

Woodstock Police Force
Approval Date:

May 12th, 2023

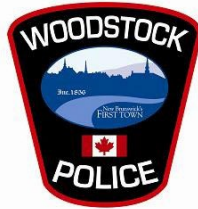
Contact:

Gary Forward, Chief of Police



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1. POLICY STATEMENT:

The Woodstock Police Force is committed to providing a safe work environment free from violence, threats of violence, harassment, bullying, and disruptive behaviour damaging to the wellbeing of others and to the employer. Under this policy, we strive to protect employees who come together in service to the citizens of the Town of Woodstock, from any damaging actions committed by individuals whether intentionally or otherwise. The Woodstock Police Force will maintain a strict zero tolerance policy against any wrongdoing or impropriety under this policy and will immediately take appropriate disciplinary action(s) up to and including dismissal. This policy will also outline the type of conduct that is considered a breach of this policy.

The objectives of this policy are:

- I. To provide a safe work environment for all employees that is free from harassment, bullying, violence and other forms of inappropriate conduct when at work and at work related social functions.
- II. To allow employees to express concerns and report incidents in good faith without reprisal.
- III. To ensure all incidents and reports are investigated and dealt with appropriately.

2. SCOPE:

Protection from negative, aggressive or inappropriate behaviour extends beyond the workplace to off-site and work-related social events. This policy document applies to all employees and applies not only during working time, but to any activities on or off company premises which could reasonably be associated with the workplace or adversely affect the reputation of the Woodstock Police Force or its employees.

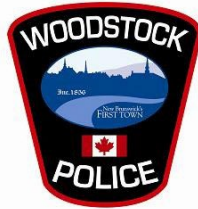
3. LEGISLATION AND STANDARDS:

This Policy aligns with the Provincial Occupational Health and Safety Act of New Brunswick, and the Guidelines documents of the New Brunswick Human Rights Commission. Behaviours that fall under any of the descriptions below are subject to this policy:

Workplace Harassment/Bullying

For the purpose of this policy, the terms harassment and bullying are interchangeable and synonymous. Offensive, insulting, intimidating, and hurtful behaviour, including physical violence, threat of physical violence, discrimination and verbal abuse that the employee knows or should know:

- a. is unwelcome;
- b. creates a hostile work environment; or
- c. harms another person physically, emotionally or mentally.



While harassment/bullying often encompass repeated verbal and/or physical abuse, under some circumstances even one occurrence of this behaviour may constitute workplace harassment.

Workplace harassment includes, but is not limited to:

- a. behaviour that is hostile in nature, and/or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, gender identity and expression, sexual orientation, and/or any other human rights protected grounds;
- b. action(s) that could reasonably be regarded as creating a hostile, intimidating or offensive workplace. This may include physical, verbal, written, graphic, or electronic means;
- c. any threat of physical violence that endangers the health and safety of the employee;
- d. filing a false charge or complaint against another to cause damage to the reputation or employment status of that person.

Workplace harassment does not include those actions taken by a supervisor while appropriately and respectfully managing the performance of a subordinate.

False Reporting

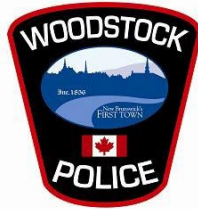
It is a violation of this policy for anyone to knowingly make a false complaint or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

Remedy

Any employee who experiences any of the behaviour described above is strongly encouraged to report the activity to his or her manager or a representative of the Woodstock Police Force Human Resource Department. All complaints will be investigated appropriately. No one who, in good faith, files a complaint under this policy will be subject to any form of reprisal or retaliation as a result of the complaint. The Woodstock Police Force will apply appropriate disciplinary actions for any and all incidents arising from violation of this policy for civilian members and will refer to the Police Act for sworn members.

Disciplinary Actions

For sworn members provisions of the Police Act related to the investigation will be followed. For civilian members if the findings of the investigation indicate that violence, harassment or bullying has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense (an oral or written warning, training or counselling, monitoring the harasser, suspension, or dismissal may all be appropriate).



4. ROLES AND RESPONSIBILITIES:

All employees are responsible for ensuring they are working in a manner that follows this policy. This includes reporting any incidents they may witness. Management and supervisors are responsible for ensuring any reports that are made to them, are investigated and handled appropriately.

5. MONITOR AND REVIEW:

This policy will be reviewed every 3 years and as determined by the Chief of Police.

6. IMPLEMENTATION:

This policy document will be implemented under the authority of the Woodstock Police Force by the Chief of Police.

7. AUTHORIZATION:

Woodstock Police Force approved the associated policy statement.

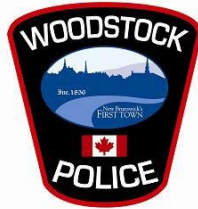
8. RESOURCES:

Based on the Workplace Conduct document prepared by and for Saint John Police Force, and used with their permission.

9. PROCEDURES:

Please refer to the Government of New Brunswick **Respectful Workplace Policy**:

<https://www2.gnb.ca/content/dam/gnb/Departments/ohr-brh/pdf/other/2913-RespectfulWorkplace.pdf>



10. GLOSSARY:

Sexual Harassment

Conduct, comments, gestures, or contact of a sexual nature, whether on a one-time basis or a series of incidents that might reasonably be expected to cause offence or humiliation. Any action, comment or gesture that might reasonably be perceived as placing a condition of a sexual nature on an employee's continued employment or opportunity for training or promotion, and would be reasonably known as unwelcome behaviour.

Incivility

Offensive, insulting, intimidating, and hurtful behaviour, a single occurrence of which does not rise to the level of harassment, but multiple occurrences which taken together, establishes a pattern of disrespectful behaviour toward a person or persons.

Email incivility is defined as an email which implies rudeness, disrespect, and disregard for the recipient in a manner that is contrary to socially acceptable norms for communication. An incivil email also lacks any clear aggressiveness, which may make its interpretation confusing, ambiguous, and questionable from the recipient's perspective¹.

Violence

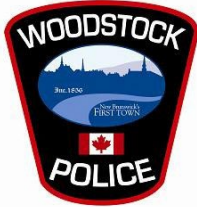
The act of violating, harming or damaging a person or property by:

- a. the exercise of physical force by a person against an employee that causes or could cause physical injury to the employee;
- b. an attempt to exercise physical force against an employee that could cause physical injury to the employee;
- c. statements or behaviour that are reasonable for an employee to interpret as a threat to exercise physical force against the employee.

Violence includes, but is not to be limited to the following:

- a. causing physical harm to another person;
- b. threats of any nature. These may be verbal, written or electronic communications;
- c. aggressive behaviour that constitutes a reasonable fear of bodily harm to another person;
- d. verbal assault;
- e. intentional damage or destruction of property belonging to either the Woodstock Police Force or its employees;

¹ (Delano Parker & Spinner, 2010)



- f. possession of a weapon (non-sworn) while on Town of Woodstock premises, or while conducting Town of Woodstock business;
- g. sabotage to machinery, tools or equipment which may lead to personal injury.

Retaliation

Retaliation, reprisals or threats of retaliation against any employee who has submitted a complaint under this policy or has provided information regarding a complaint are strictly prohibited. Any retaliation or reprisals are subject to immediate corrective action, up to and including dismissal. Alleged retaliation or reprisals are subject to the same procedures and penalties as any other complaint filed under this policy.

11. INQUIRIES:

Inquiries regarding this policy document can be addressed to the Woodstock Police Force Human Resource Department.

12. APPENDICES:

N/A