



## 17. RESPECTFUL WORKPLACE POLICY

<b>SECTION</b> Governance	<b>DATE DRAFTED</b> January 23, 2009
	<b>EFFECTIVE DATE</b> February 26, 2009
<b>APPROVAL/AUTHORITY</b> Board of Governors	<b>LATEST REVISION</b> February 26, 2009
<b>Original signed by Board Chair</b>	

### INTENT

The Board shall ensure that students, faculty, staff, visitors and volunteers of the Alberta College of Art + Design (ACAD) are treated with dignity and respect, thus encouraging people to work together to achieve common goals. The Board is committed to establishing an environment within ACAD that is free from any form of discrimination or harassment.

### SCOPE

This policy describes internal processes and practices for the management and support of discrimination and harassment complaints within ACAD.

### DEFINITIONS

**Discrimination** is the differential treatment of individuals on the basis of certain characteristics such as ancestry, religion, age, sex, sexual orientation etc.

**Harassment** is any conduct – verbal, physical or by innuendo – that is likely to cause offence or humiliation to any person.

**Sexual harassment** is any conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation to any person.

### POLICY

1. The Board shall ensure that internal processes and procedures are established for handling complaints of discrimination and harassment, and that all members of ACAD are informed of these procedures.
2. The Board shall ensure that the President + CEO takes steps to inform any person in a management, supervisory or leadership position of their responsibilities to take appropriate action when acts of discrimination and/or harassment are believed to be taking place.



3. The Board shall ensure that complaints are dealt with in a timely and respectful manner and shall ensure that suitable corrective action is taken, as necessary and appropriate.
4. The Board shall ensure that confidentiality, where possible, will be maintained during the investigation of a complaint.

**REFERENCE**

- ACAD Code of Conduct Policy
- ACAD Procedure: Respectful Workplace