

WORKPLACE RELATIONSHIPS POLICY

Policy Statement

Bow Valley College promotes trust and respect among members of the College community. In order to promote a positive work/learning environment, employees of Bow Valley College observe and respect the boundaries of workplace relationships. They acknowledge the personal dignity of each member of the College community and accept responsibility for the influence they may have over the physical, social, and mental well-being of other members. They avoid situations in which they use or could be perceived to use their positions of power to give special advantages or unjustly deny benefits to persons under their authority. They agree to work together with their supervisors to mitigate situations in which such conditions are unavoidable.

Purpose

Promoting and maintaining a Respectful Workplace. This includes the expectation that all College employees will conduct themselves in an appropriate manner in respect to their relationships with other members of the College community, particularly instances that include a differential of power and/or position. College employees are expected to conduct themselves in an ethical manner at all times and will be held accountable for their actions.

Scope

This policy applies to employees of the College. It will be in effect at all college events, regardless of location or modality (e.g. traditional, distance, online, practicum, work placement, etc.), however procedures may diverge for different groups.

Principal Objectives

The principle objectives of this policy is to:

- 1.1 Support the dignity and worth of all members of the College community
- 1.2 Address potential conflict of interests evolving from inappropriate workplace relationships
- 1.3 Protect employees from the potential abuse of authority and/or harassment within relationships where there is with a power differential
- 1.4 Create guidelines and clear boundaries regarding the nature of workplace relationships that are considered inappropriate
- 1.5 Outline the consequences relating to inappropriate workplace relationships.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Definitions

Employees: Anyone who is employed by Bow Valley College. Bow Valley College pays employees directly which includes reporting their tax information and deductions to the Canada Revenue Agency.

Supervisor: Individuals who hold a position of authority over another employee.

Learners: A person who is currently registered at the College to take courses, whether or not it is for credit. For purposes of this document, “learner” shall be used synonymously for applicants, prospective learners and learners unless specifically noted otherwise.

Workplace Relationships: Relationships that are developed and maintained within the work environment, they may include, but are not limited to relationships between peer colleagues (employee to employee), supervisor to employee, and employee to learner.

Unequal Power Relationship: A relationship in which one member has greater authority than the other by virtue of his/her position and/or his/her control of, or access to resources, e.g. a faculty member versus a student; a supervisor versus a supervisee.

Conflict of Interest: Any interest which may impinge upon, or may reasonably be seen by others to impinge upon, an employee’s or Board member’s impartiality in any matter relevant to their duties.

Inappropriate Conduct: Behaviours that impede professional conduct. Such behaviours may include, but are not limited to: conduct that disrupts learning or risks opportunities for learners, creates a negative or uncomfortable work environment, presents a conflict of interest for an employee(s), or limits the delivery of College services. It may also include conduct that creates an atmosphere of hostility, intimidation, discrimination, bullying or disrespect for others.

DATA SHEET

Accountable Officer

Associate Vice-President, Human Resources

Responsible Officer

Associate Vice-President, Human Resources

Approval

Board of Governors of Bow Valley College

Contact Area

Human Resources

Relevant Dates

Approved	November 2009		
Effective	November 2009		
Next Review	September 2020		
Modification History	Reviewed:	September 13, 2017	HR & Governance Council
	Approved:	September 26, 2017	Board of Governors

Associated Policy(ies)

- Respectful Workplace Policy (#200-1-11)
- Employee Code of Conduct (#200-1-1)
- Learner Code of Conduct (#500-1-1)
- Ethical Business Practices (#200-1-5)

Directly Related Procedure(s)

- Respectful Workplace Procedures (#200-1-3)
- Employee Code of Conduct Procedures (#200-1-1)
- Learner Code of Conduct Procedures (#500-1-1)

List any procedures that support the purpose of this policy. List in alphabetical order.

Directly Related Guideline(s) (if any)

- Employee Code of Conduct Guidelines (#200-1-1)

Related Legislation

- Alberta Human Rights Legislation
- Canadian Human Rights Legislation

Attachments (Optional)