

Respectful Workplace Policy

1. Purpose

The purpose of this policy is to ensure that InformNet provides a safe, supportive, and respectful online learning and working environment. All members of our community, including students, parents/guardians, staff, and administrators, are expected to demonstrate professionalism, courtesy, and integrity in all interactions.

2. Scope

This policy applies to all individuals who engage with InformNet, including but not limited to:

- Teachers and school staff
- Administrators
- Students
- Parents/guardians
- Community members and partners

It applies to all modes of communication, including email, phone, video conferencing, learning platforms, messaging systems, and in-person meetings.

3. Guiding Principles

A respectful workplace is built on:

- **Dignity:** Every individual will be treated with respect, regardless of background, identity, or role.
- **Safety:** Communication must remain free from harassment, discrimination, bullying, intimidation, or threats.
- **Collaboration:** Constructive dialogue and diverse perspectives are valued.
- **Accountability:** All members of the school community are responsible for their words and actions.

4. Expectations of Conduct

All individuals interacting with InformNet must:

- Communicate respectfully and professionally with others.
- Avoid name-calling, insults, derogatory language, or hostile behavior.
- Work toward resolving conflicts in a constructive and solution-focused manner.
- Respect staff expertise and professional judgment.

5. Unacceptable Behavior

Examples of conduct that will not be tolerated include, but are not limited to:

- Verbal abuse, name calling, or personal attacks toward staff, administrators, students, or parents/guardians.
- Disrespectful, harassing, or threatening messages or comments.
- Persistent rudeness or refusal to engage in civil communication.
- Behavior that undermines the ability of staff to teach and administer programs effectively.

6. Consequences

Concerns or incidents of disrespectful behavior will be reviewed by school administration.

- If a parent/guardian engages in rude or inappropriate conduct (including name calling or harassment) toward staff or administrators, the school may restrict communication to written channels only or require mediated meetings.
- In serious or repeated cases, such behavior may result in disciplinary action affecting the student, up to and including removal from InformNet
- Students who engage in harassment, bullying, or disrespect toward staff or peers will be subject to disciplinary measures under the school's Academic Honesty Policy and provincial legislation.

7. Alignment with Policy and Legislation

This policy is consistent with:

- St. James Assiniboia School Division Workplace Respect and Harassment Policy
- Manitoba Provincial legislation regarding safe and respectful workplaces and schools

8. Commitment

Together, we are committed to maintaining a safe, supportive, and respectful school community where all individuals can learn and work without fear of harassment, bullying, or intimidation.