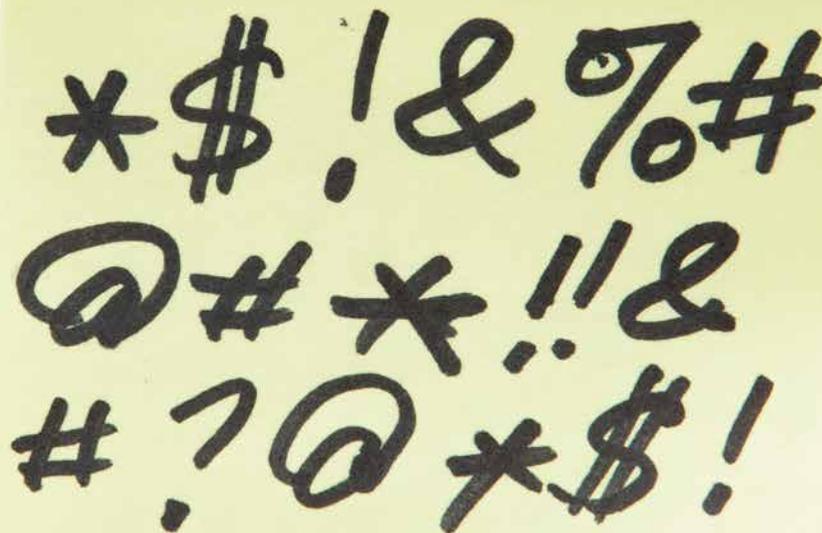


Colourful expression **or** vulgar behaviour?

The City of Calgary Code of Conduct. Your behaviour matters.
Find out at calgary.ca/employeecode



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Code of Conduct: Respectful Workplace Policy

Let's talk about respect.

The City is committed to a respectful and inclusive workplace – in fact, it is embedded in our values and culture. It's about character – how you conduct yourself at work and how you treat others. As City employees we need to give each other the same concern, trust, respect and care that we use with citizens every day.

Creating a respectful workplace is everyone's responsibility. We each have an individual responsibility to act respectfully and a collective responsibility to build and maintain respect in our workplace.

The Respectful Workplace policy provides details and guidance on what is considered respectable behaviour as well as processes and procedures to address behaviours that cause concern.

Support respectful behaviour:	Watch for disrespectful behaviour:
Be aware of behaviour that is respectful and talk about examples that are not.	Behaviours that negatively affects another person's dignity, well-being, or physical integrity.
Think about what your automatic reaction, thoughts and emotions are when you are in an uncomfortable situation.	It can be a single incident, or repeated occurrences.
Recognize and value diversity in work groups, members, customers and citizens.	It may not always be intended or hostile, but is unwanted and unwelcome by the other person.
Listen to what others have to say and be open-minded to others' ideas, comments and suggestions.	Examples: discrimination / harassment; bullying or intimidation; deliberately excluding an employee from relevant work activities or decision making.

Tips to being a respectful leader and employee:

Get informed:	Check yourself:	Be aware:	Take action:	Follow the 4 Cs:
Learn about how to support a respectful workplace by arranging a presentation in your work area and reviewing the respectful workplace e-Learning module.	Think about respect by asking yourself what respect in the workplace means to you.	Understand that we are all going to have a slightly different perspective on what respectful and disrespectful behaviour in the workplace means.	Take steps to address disrespectful behaviour in the workplace directed towards you or another person. City resources are available to help you, on the intranet or through your HR Business Partner.	If you are following the 4Cs, odds are your behaviour is likely acceptable under the respectful workplace policy.

To learn more about the respectful workplace policy:

- Visit calgary.ca/employeeecode, or talk to your supervisor.
- Contact Desmond Kary, Program Leader, Human Rights and Respect in the Workplace.
- Speak to the BAS HR Business Partner in your work area.