

Title: Workplace Conduct Policy
Category: Human Resources
Approval authority: SGA/AGÉ Board of Directors
Approval date: February 27th, 2019

1. PURPOSE

- 1.1. The SGA/AGÉ prides itself on maintaining a dynamic, fast-paced workplace environment based on mutual respect and common purpose. To ensure the continuation of such an environment, it behooves the corporation to enact the following policy meant to maintain a professional workplace environment free from interpersonal conflict and discrimination. This policy is meant to promote a safe and inclusive workplace environment in which all individuals, whether hired or elected staff, volunteers, or general students, can feel welcome and comfortable.

2. SCOPE

- 2.1. This policy is intended to govern the conduct of SGA/AGÉ hired or elected staff in relation to other staff, volunteers, and the workplace environment.
- 2.2. This policy applies to the interactions of hired or elected staff and SGA/AGÉ representatives at SGA/AGÉ functions outside the SGA/AGÉ main office space.
- 2.3. This policy shall apply to SGA/AGÉ volunteers where specified below.
- 2.4. During SGA/AGÉ events or within SGA/AGÉ operations where student-to-student contact takes place, defer to emergency procedures (i.e. calling campus security) if needed.

3. ADMINISTRATION

- 3.1. The Chief Operating Officer is responsible for administering the provisions of this policy in conjunction with the Discrimination, Harassment, and Violence Prevention Policy and the SGA/AGÉ Employee Policy and Procedures Manual. In the event the Chief Operating Officer is conflicted, the Chairperson of the Board of Directors shall be responsible for administering the policy.
- 3.2. Further procedures necessary for the effective and efficient implementation of this policy shall be established as necessary by the Chief Operating Officer.
 - (1) The scope of such procedures is limited to the scope of this policy.
 - (2) In the event of any conflict, this policy supersedes any documents created under it.

- (3) Any new procedures and amendments to any existing procedures must be ratified by the Board of Directors before taking effect.

4. PRINCIPLES

- 4.1. All hired and elected SGA/AGÉ staff and volunteers shall:
 - (1) Treat all people equally and fairly, according to the circumstances, and respect each individual's personal space and belongings;
 - (2) Recognize each individual's right to due process and respect the outcomes of decision-making processes insofar as the process itself is fair;
 - (3) Recognize each individual's right to equal opportunity;
 - (4) Act with integrity and guard against conflict of interest or its appearance;
 - (5) Report fraud, misconduct, and corruption where it occurs; and
 - (6) Comply with any applicable code of the SGA/AGÉ or Laurentian University outside of this policy.

5. INTERPERSONAL INTERACTIONS

- 5.1. All SGA/AGÉ staff shall have an obligation to ensure that all individuals dealt with are treated with dignity and respect, and are not exposed to harassment or discrimination as prohibited by the *Human Rights Code*.
- 5.2. Individuals shall maintain a respectful tone and use respectful language in all interpersonal interactions regardless of the subject matter being discussed.
- 5.3. All staff and volunteers shall endeavour, wherever possible, to avoid the use of language or gestures that may be construed as offensive.
- 5.4. Individuals shall refrain from the use of personal insults and other derogatory language.
- 5.5. Any interactions, conduct, communications, or gestures that would constitute violence or the threat of violence as per the SGA/AGÉ's Discrimination, Harassment, and Violence Prevention Policy shall be avoided at all times.

6. WORKPLACE ENVIRONMENT

- 6.1. All staff and volunteers shall refrain from making comments or performing actions that compromises the political impartiality of the SGA/AGÉ as a corporation.
- 6.2. All individuals shall endeavour to keep their personal work area clean and professional-looking.

- 6.3. All individuals shall respect all common areas and respect the rights of others to use said areas by ensuring that common areas are left in a clean and usable state.
- 6.4. All individuals shall respect the work spaces of others and refrain, wherever possible, from the use of others' belongings without permission, explicit or otherwise.
- 6.5. All staff and volunteers shall endeavour to utilize the workplace environment for professional purposes only.
- 6.6. All staff and volunteers shall endeavour to avoid using their personal workspace or a common workspace in a manner that may be disruptive to others.