



The Respectful Workplace

The *Respectful Workplace* is designed to educate participants about their rights and responsibilities in the workplace. The course identifies attitudes and behaviours which contribute to a respectful workplace as well as those that are inappropriate. Specific types of offensive behaviours, including discrimination, harassment and personal harassment (bullying) are defined and examined. Emphasis is on developing appropriate workplace behaviours and knowing how to respond to incidents involving inappropriate behaviours.

The course includes scenario-based, interactive activities, which provide participants with practical situations in which they must select appropriate behaviours and appropriate responses to the behaviours of others.

Course Overview:

The Respectful Workplace identifies appropriate and inappropriate workplace behaviours, defines specific behaviours which are unacceptable, including *discrimination*, *harassment* and *personal harassment (bullying)*, and describes appropriate ways to respond to such behaviours within the workplace environment.

Who Should Take the Course?

The course is designed for all members of the workplace, including employers, managers, supervisors and workers.

Course Objectives:

Upon completion of the course, participants will be able to:

- Describe the characteristics of a respectful workplace and recognize appropriate and inappropriate workplace behaviours
- Recognize the negative impact of non-respectful behaviours on individual employees and on an organization
- Define discrimination, harassment and personal harassment (bullying) and recognize behaviours which may constitute discrimination or harassment
- Identify the protected grounds as defined by The Canadian Human Rights Act
- Appropriately respond to a situation involving workplace discrimination or harassment, whether as the victim or as the accused
- Understand both the informal and formal complaint processes
- Identify the responsibilities of the organization with regard to the creation and maintenance of a respectful workplace
- Know the roles and responsibilities of management with regard to the identification and resolution of workplace situations involving discrimination or harassment

Evaluation Process:

At the end of the module, there is a test. Participants that do not achieve 100% can review the module content and try as many times as necessary to complete the course. Test questions are randomly selected from a test bank, making each test unique.

Upon successfully completing the module, there is a printable certificate for your records.

Course Duration:

This online course is self-paced. Participants may leave the course at any time and can resume where they left off. The duration will depend on the individual participant and their prior knowledge of the subject matter. On average, the timeline for completion will be 1 - 3 hours.

To enroll in this course you can [contact us](#) by email or by calling Hussein EL-Masri (416) 617-5429.