



PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	Human resources	Policy number:	E6
Policy title:	Respectful Workplace	Approval date:	Dec 4, 1996
		Revision date:	Apr 5, 2000 Sept 16, 2010 Mar 20, 2014

1. The Library is committed to maintaining a work environment that respects and supports the dignity of all employees. All employees have the right to work in an environment free from harassment and bullying.
2. The Port Moody Public Library Board endorses the City of Port Moody's "Respectful Workplace Policy" with the following amendments related to formal complaint resolution. These amendments are intended to ensure the involvement of the Library Director at relevant stages in the process.
 - Formal complaints "shall be made in writing to the Manager of Human Resources or the **Library Director** within 6 months of the last incident alleged to constitute harassment or bullying."
 - Upon completion of the investigation, "a written report will be forwarded to the **Director of Library Services** and the City Administrator or an appropriate delegate".