

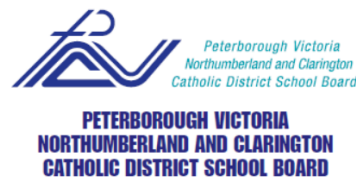
Joint Protocol

for

Enhancing Positive Relationships

In the

Workplace



The following protocol has been jointly developed with the cooperation of CUPE, OECTA and the Board to provide assistance to employees in effectively resolving conflicts in the workplace.

CONFLICT RESOLUTION PROTOCOL

If an employee from one bargaining unit has a concern related to the workplace conduct of another employee they are encouraged to actively address this concern professionally and respectfully using the suggested strategies listed below:

- ❖ Have a private conversation with the individual in a friendly, non-confrontational way. Discuss your concerns without “pointing fingers”, accusing or blaming. Try and find out the other person’s perception of the issue and come to a resolution you can both live with.
- ❖ Consult with your local union representative or the unit officers. They can often assist in providing advice and perspective in a non-judgmental way.
- ❖ Ask your Supervisor/Manager/Principal for support. Meet with that person and describe the issue without naming your colleague. Ask your Supervisor/Manager/Principal for advice on how to approach the individual in order to reach a resolution.
- ❖ If none of the suggested strategies work you can ask your union representatives to request a conflict resolution meeting with all parties to attempt to resolve the issue. This meeting could include members of administration if the parties wish.

If the issue is one where an employee feels that their safety or a legal obligation is compromised by the conduct of a fellow employee it is imperative that they advise administration immediately. It is the responsibility of the Board to ensure that every workplace is a comfortable and safe environment which is built on Gospel values and respects the safety and dignity of everyone.

Respect for each employee’s duties and responsibilities is essential to maintaining a healthy work environment and an employee from one union should not perform the duties of an employee from another union.