



## HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

### EDUCATION CENTRE STATEMENT OF RESPECT

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Employees of the Hastings and Prince Edward District School Board are dedicated to providing service and support to the students of our communities. Education Centre employees serve as models for the community as well as for all other staff. Employees of the Education Centre are committed to ensuring that Hastings and Prince Edward District School Board is a system of respect where each individual is valued and where every person has the right to expect a safe work environment free from fear, harassment, discrimination, injury, distractions and prejudice, allowing each person to develop professionally, intellectually, emotionally and socially.

The following is an edited excerpt from the Code of Conduct procedure which stems from the Board Policy – E8-Code of Conduct: “Each person is important; a good self image leads to the respect of and by others”. It is important we state that this respect is at the core of how we interact internally and with others. It is important that we articulate this in a statement of respect that clearly addresses issues such as professional dress, language and actions in the workplace. This being said, it is also important that we are comfortable and relaxed at work.

Members of each employee group within the Education Centre worked together to develop the following as a standard of dress and behaviour for Education Centre staff as well as all HPEDSB employees while conducting business at the Education Centre. The Education Centre maintains the following as a standard of dress and behaviour:

#### **Employees shall:**

- use appropriate language when communicating either verbally, in writing or electronically
- comply with requirements of Internet Use Policy E-43 and practise acceptable use
- show respect for the right of fellow employees to a workplace environment which is free from fear, prejudice and distraction
- be courteous, respectful and honest
- avoid slogans/graphics which portray reference to sex, race, profanity, violence and illegal substances (these will not be tolerated)

- wear appropriate attire, identified as **business casual**. Recommendations include consideration for the job/role of individual. In general, dress pants, cords and khakis are appropriate. Denim (jeans) is not appropriate for most staff, however, some jobs and job locations make jeans/denim acceptable, for example, crawling through close quarters, working with machinery, carrying materials in/out of a building regularly etc. Appropriate attire excludes revealing clothing, spaghetti straps, bare midriffs and hats.
- appropriate summer attire includes capri pants, walking/golf shorts and sandals.

**NOTE:** The employees of the Education Centre agree that each Friday will be designated for casual dress. This will be posted at the reception desk clearly stating that employees have donated to a designated cause for the privilege. Appropriate attire for casual Fridays includes jeans.

A number of employees have allergies to or are sensitive to scents and odours. It is recommended that employees refrain from wearing perfumes/scents in the workplace, especially if there are known sensitivities within their department or when participating in meetings, inservices and workshops.

Smoking will not be tolerated in the Education Centre or in the immediate area of windows, doors and intake fans.