

KINGSTON POLICE SERVICES BOARD EMPLOYMENT POLICIES

1. GENERAL

1. This policy supersedes that passed by the Kingston Police Services Board on June 17, 2010, as Resolution No. 10-47.

2. SUPPORT MECHANISMS

1. The Kingston Police Services Board recognizes that the Kingston Police must provide and encourage a work environment in which all employees are made to feel welcome and supported. New employees, in particular, are often confronted with a work environment whose values and norms are new and unfamiliar. Without adequate support mechanisms, some employees may find it difficult to function to their potential, possibly giving rise to conflict and unnecessary departure from employment.

2. It is the policy of the Board to provide basic support mechanisms; evaluate employee needs on an ongoing basis; encourage open and continuing discussion between all members, including members of prescribed groups; develop a mentoring/guidance program for new employees; and ensure that all new employees are made aware and encouraged to avail themselves of the support mechanisms in place.

3. FAMILY ISSUES

1. The Kingston Police Services Board recognizes that more and more employees are endeavouring to balance the demands related to family matters and work responsibilities. As an employer, the Board holds that it must create and maintain an environment that recognizes the importance of the family and family issues and must provide programs and policies to assist employees in addressing these issues while still providing adequate police services to the community in a cost-effective manner.

2. It is the policy of the Board that meeting the family needs of employees, including those related to child and elder care, is an important management function. As such, work arrangements will be made as flexible as possible to accommodate requests related to addressing those needs. The Board, through the Administration, will assess employees' needs on an ongoing basis through full and open consultation.

4. EMPLOYMENT ACCOMMODATION FOR PERSONS WITH A DISABILITY

1. The Kingston Police Services Board must foster a work environment in which its legal and moral responsibility to accommodate persons with a disability can be achieved in a sensitive and caring manner. Accommodation needs must be addressed in ways that respect the dignity and worth of the individual and in a manner that allows employees with a disability to maximize their contribution in the workplace and allows applicants with a disability to maximize their ability to compete for jobs in an equitable manner.

2. It is the policy of the Board that accommodation needs will be addressed systemically and on an individual basis. Accommodation will be provided for all employment activities, including recruitment and selection, duties and requirements of the job, and training and career development opportunities. Accommodation will address the known employment needs of individuals and their current employment limitations, except when future limitations are known and can be effectively accommodated. Accommodation will include and integrate persons with disabilities in all employment activities. Accommodation needs will be addressed in a manner that is consistent with responsible financial management.

5. NON-CANADIAN EDUCATION CREDENTIALS

1. The Kingston Police Services Board holds that it must provide and encourage access to all positions within the Kingston Police to all persons who meet the educational requirements, regardless of where the educational training was received.

2. It is the policy of the Board that all applicants for positions will be treated fairly, based on an accurate assessment of educational credentials, and that potential applicants will not be unnecessarily disqualified due to the appropriate documentation not being available.

6. DISCRIMINATION, WORKPLACE HARASSMENT SEX, RACE, AND DISABILITY STEREOTYPING

1. The Kingston Police Services Board holds that the Kingston Police must provide and encourage a climate that recognizes and promotes the dignity of and respect for all persons and promotes mutual trust and understanding between all employees and between the members of the Kingston Police and the citizens of the community.

2. It is the policy of the Board to maintain a positive environment within the workplace that is free of discrimination and harassment for all employees and to ensure that members practise this same philosophy in dealings with all persons with whom they have contact, either directly or indirectly, in the course of their professional duties. The Board will vigorously pursue appropriate corrective measures when any incident of discrimination or harassment is established.

3. The Board's Occupational Health and Safety Policy provides further guidance on requirements under the *Occupational Health and Safety Act* with respect to preventing and addressing workplace harassment.

ADOPTED AND PASSED by the Kingston Police Services Board this 15th day of November, 2012, by Resolution No. 12-50.

Chair

Secretary