



# The Respectful Workplace (for Ontario Workplaces)

## Course Overview:

*The Respectful Workplace* introduces the concept of a respectful workplace and describes both appropriate and inappropriate workplace attitudes and behaviours. The course explains how Ontario's recently amended Occupational Health & Safety Act addresses the issue of workplace violence, identifies behaviours that meet the OHSa definitions of workplace violence and workplace harassment and describes how to respond appropriately to situations involving violence or harassment.

## Who Should Take the Course?

*The Respectful Workplace* is appropriate for all Ontario workers. Ontario employers and managers have specific responsibilities regarding the creation and maintenance of a respectful workplace and may benefit from taking *Developing Workplace Violence & Harassment Policies and Programs for Ontario Employers*.

## Course Objectives:

The purpose of the course is to make participants aware of appropriate and inappropriate workplace behaviours and recognize appropriate responses to situations involving inappropriate workplace behaviours.

## The course is presented in 3 modules:

1. The Respectful Workplace
2. Workplace Harassment
3. Workplace Violence

## Evaluation Process:

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

***Upon successfully completing all modules, there is a printable certificate for your records.***

## Course Duration:

This online course is self-paced. Participants may leave the course at anytime 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 2 - 4 hours.