

# Introduction to the Independent Respectful Workplace Office (IRWO)



## What

### The IRWO:

- 1 Is independent from the Legislative Assembly of BC and the Participant Groups
- 2 Upholds the *Respectful Workplace Policy*
- 3 Helps maintain a respectful environment for Participants in the Legislative Assembly

4 Provides respectful workplace services:



## Who

The Registrar, Advisors, Coaches, Facilitators, Mediators, Trainers and Investigators are lawyers who specialize in dispute resolution in the workplace

## Where

Virtual and in-person services

## When

Will respond to requests within 5 business days

## How

Contact the IRWO  
W: [irwobc.ca](http://irwobc.ca)  
E: [info@irwobc.ca](mailto:info@irwobc.ca)

# The Complaint Process

## 1 Speak Up



- **Tell** the person their conduct is objectionable and unwelcome, and attempt to address it, if you are able to do so
- **Inform** management
- **Report** the conduct to the IRWO within 6 months of the alleged incident – submit a complaint through [irwobc.ca](http://irwobc.ca) or email [info@irwobc.ca](mailto:info@irwobc.ca)

## 2 Consider Coaching



A Coach provides assistance on strategies for managing challenging workplace behaviours and interpersonal relationships

## 3 Request Supported Dialogue and Mediation

**Supported Dialogue:** A Facilitator works with the individuals involved to help resolve the dispute

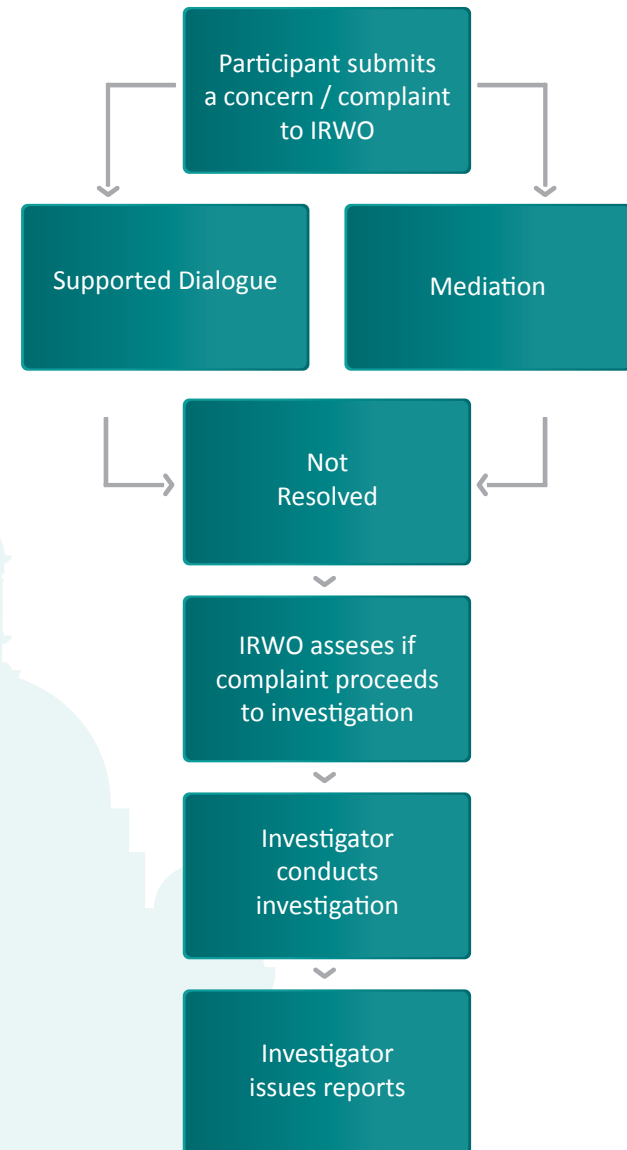
**Mediation:** A Mediator assists participants in reaching a mutually satisfactory settlement



## 4 Proceed to Investigation



An Investigator conducts an investigation in accordance with the principles of procedural fairness by assessing the situation, gathering and analysing evidence (interviews and a document review), and preparing a report



# The Respectful Workplace Policy

## Purpose

- Assists Participants to work in a respectful workplace
- Establishes a complaints process to resolve complaints promptly and fairly

## Covers Negative Employment-Related Behaviours Between Participant Groups

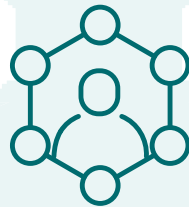


## Applicable to

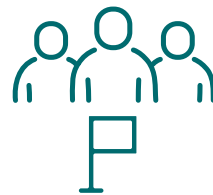
Interactions not covered by a common workplace conduct policy between these Participant Groups



MLAs



Caucus Staff



Political Staff



Legislative Assembly Employees  
(Administration)

## Not Applicable to

- Constituency office staff
- Interactions between MLAs in the context of parliamentary proceedings
- Interactions between Participants who share a workplace conduct policy

## Participant Responsibility Examples

- Do not engage in disrespectful, harassing, discriminatory, or violent behaviour
- Report inappropriate behaviour that you experience / witness to management or the IRWO

## Manager Responsibility Examples

- Ensure your staff are aware of and understand the Policy
- Take steps to resolve situations that you are aware of immediately, consulting with the IRWO where required