

## Craft Nova Scotia (CNS) Respectful Workplace Statement

### **POLICY STATEMENT**

Craft Nova Scotia is committed to fostering a workplace culture where all individuals are treated with respect and free from violence, harassment, bullying, and discrimination of any kind. We pride ourselves on maintaining a work environment that is built on mutual respect, dignity, and professionalism, and continuously promoting a positive and inclusive atmosphere where everyone feels valued and safe.

### **PURPOSE**

The purpose of this policy is to define what constitutes respectful workplace behaviors and to whom it applies

### **DEFINITION**

***All members of the Craft Nova Scotia organization*** refers to employees, contractors, Board & Committee members, clients, and visitors

### **SCOPE**

This policy applies to all members of the Craft Nova Scotia organization,, and where all members are to treat each other with respect, courtesy, and consideration at all times, regardless of differences in background, identity, or opinion. Discriminatory, derogatory, or disrespectful behavior towards colleagues, clients, or any other individuals will not be tolerated.

### **Open Communication**

We encourage open communication and constructive feedback among all members of the Craft Nova Scotia Organization. It is crucial to communicate respectfully, ensuring that language and actions are free from any potential to be received as offensive, disrespectful, or hostile. Maintaining respectful communication and considering opinions and feelings regarding communication styles and conflict management is essential. We can effectively address concerns and maintain a positive and collaborative workplace atmosphere by fostering open dialogue and empathy.

### **Maintaining Intentional Inclusion**

Craft Nova Scotia fosters a culture of inclusivity and authenticity, where every member is encouraged to engage respectfully and thoughtfully. This principle guides our interactions within the workplace and in any business-related settings. We expect all individuals to refrain from behavior that might disrupt productivity, impede inclusivity, or compromise the organization's reputation and core values. Additionally, we advocate for the use of thoughtful and considerate actions in all situations to promote a welcoming and respectful environment for everyone.

**APPLICATION**

Craft Nova Scotia has developed numerous policies and procedures designed to establish clear guidelines and expectations for behavior, thereby maintaining a safe and inclusive environment for all employees. These policies include the Code of Conduct (Does not apply to course or event participants) and Violence, Harassment, and Discrimination Policy. Craft Nova Scotia will make every reasonable effort to ensure that all employees are familiar with these policies.