

**ARTICLE 3
WORKPLACE BEHAVIOR**

- 3.1** The University, the Union and employees covered by this Agreement agree that all employees should work in an environment that fosters mutual respect and professionalism. The parties agree that inappropriate behavior in the workplace by or against employees, students, or members of the public does not promote the University's mission, employee wellbeing, or productivity. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect.
- 3.2** Inappropriate workplace behavior by or against employees, students, or members of the public will not be tolerated. If an employee and/or the employee's Union representative believes the employee has been subjected to inappropriate workplace behavior, the employee and/or the employee's Union representative is encouraged to report this behavior to the employee's supervisor, a manager in the employee's chain of command or Human Resource Services, or file a grievance in accordance with Article 29. The complaint or grievance is to be identified as an inappropriate workplace behavior concern and contain the specific date, time and information upon which the complaint is based. If the employee and/or employee's Union representative submits a complaint in writing, the University will investigate the reported behavior and take appropriate action as necessary. The employee and/or Union representative will be notified in writing upon conclusion of the University's review or investigation.
- 3.3** Grievances related to this Article will be limited to the grievance steps, up to Step Three (3) Administrator, of the grievance procedure. At any point during the grievance procedure related to this Article, in instances such as disputes between peers, alternative methods of resolution may be requested by either party. If alternative methods of resolution are agreed upon, the agreed upon costs of the service (if any) shall be shared equally by the parties.