

# Joint Protocol FOR Enhancing Positive Relationships IN THE Workplace

**CUPE** / Canadian Union  
of Public Employees

**CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 1453**

ONTARIO ENGLISH  
**Catholic  
Teachers**  
ASSOCIATION

**ONTARIO ENGLISH CATHOLIC  
TEACHERS ASSOCIATION  
PVNC UNIT**

 Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

**PETERBOROUGH VICTORIA  
NORTHUMBERLAND AND CLARINGTON  
CATHOLIC DISTRICT SCHOOL BOARD**

From time to time in any workplace the potential for differences of opinion, disagreement and conflict does exist. If those differences exist between members of the same union or from different unions it can potentially create tension and uncertainty. In an effort to maintain harmonious relationships among all Board employees the following protocol has been jointly developed with the cooperation of CUPE, OECTA and the Board.

The purpose of this protocol is to provide assistance to employees in effectively resolving conflicts in the workplace and is founded on the following shared understandings:

- ❖ It is the responsibility of all unionized employees and administration to work to develop cooperation and coordination of effort among all members of school and Board staff.
- ❖ Members of unions are responsible for carrying out all duties as required under legislation and Board Policy to ensure that student achievement and safety are of primary importance.
- ❖ It is the responsibility of administration to manage the system and to conduct formal performance appraisal of employees.
- ❖ Unionized employees do not engage in formal performance appraisal of other unionized employees.
- ❖ A member from one union should not perform the duties of an employee from another union.

## CONFLICT RESOLUTION PROTOCOL

If an employee from one bargaining unit has a concern related to the workplace conduct of another employee they are encouraged to actively address this concern professionally and respectfully using the suggested strategies listed below:

- ❖ Have a private conversation with the individual in a friendly, non-confrontational way. Discuss your concerns without “pointing fingers”, accusing or blaming. Try and find out the other person’s perception of the issue and come to a resolution you can both live with.
- ❖ Consult with your local union representative or the unit officers. They can often assist in providing advice and perspective in a non-judgmental way.
- ❖ Ask your Supervisor/Manager/Principal for support. Meet with that person and describe the issue without naming your colleague. Ask your Supervisor/Manager/Principal for advice on how to approach the individual in order to reach a resolution.
- ❖ If none of the suggested strategies work you can ask your union representatives to request a conflict resolution meeting with all parties to attempt to resolve the issue. This meeting could include members of administration if the parties wish.

If the issue is one where an employee feels that their safety or a legal obligation is compromised by the conduct of a fellow employee it is imperative that they advise administration immediately. It is the responsibility of the Board to ensure that every workplace is a comfortable and safe environment which is built on Gospel values and respects the safety and dignity of everyone.

Respect for each employee’s duties and responsibilities is essential to maintaining a healthy work environment.