



# Examples of Behaviours and Recommended Resolutions

## Behavioural Examples

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### Respectful Behaviour

- Listening and allowing others to speak
- Being civil and considerate
- Being supportive and cooperative with others
- Being inclusive
- Doing your best to make decisions carefully, fairly and impartially
- Constructively and professionally expressing differences of opinion
- Working together with other council members and staff to advance the interests of the municipality
- Taking responsibility and accountability for your actions

### Disrespectful Behaviour (less severe than harassment)

- Interrupting
- Not allowing other council members time to speak in meetings
- Use of coarse language (swearing)
- Unprofessional jokes
- Gossiping and spreading rumours
- Rude gestures
- Subtle disrespectful behaviours (minor digs or jabs)

## **Harassment/Bullying** (often targeted and repeated)

- Using intimidation, such as yelling or getting within someone's personal space, or retaliation
- Using your influence to intimidate, threaten, or coerce
- Hovering, staring, or loitering
- Sending emails/texts and posting on social media putting down another person's characteristics (race, religion, disability, etc.)
- Belittling someone's ideas
- Repeatedly humiliating or spreading rumours
- Giving other members of council the silent treatment
- Withholding information to damage another person's success or character
- Repeatedly making derogatory jokes or comments, such as about another person's family, appearance, nationality, religion, age, etc.
- Negatively criticizing another council member, municipal employee, or member of the public
- Abusing your authority to impact a municipal employee's performance or job
- Continuing disrespectful behaviours that have not improved or have worsened after you have been approached about your behaviour

## **Sexual Harassment** (harassment based on sex, gender or sexual orientation)

- Sending and requesting sexually explicit emails, or other materials sexual in nature, such as photos, posters or calendars
- Making abusive, derogatory remarks or jokes that negatively affects one's gender, gender identity or gender expression, sex, or sexual orientation, such as homophobic or transphobic remarks

- Not respecting pronouns or the way that someone wishes to be addressed
- Unwanted flirting
- Gossiping or spreading rumours about a person's sexual activities
- Regularly following or constantly waiting for someone and watching that person's comings and goings
- Persistently asking someone out even after being turned down
- Making inappropriate physical contact, such as touching, patting, pinching, etc.
- Leering or invading someone's personal space
- Asking for sexual favours in return for a promise or a reward, such as a promotional opportunity
- Abusing your authority by inviting a romantic relationship or making social invitations with sexual overtones

## **Violence**

- Threatening or exhibiting physical violence
- Threatening or engaging in sexual assault
- Stalking with the intent to cause harm
- Sharing explicit images without consent
- Making verbal threats (e.g. threats to life)

Behaviour	Recommended Resolution Methods
<b>Respectful Behaviour</b>	No resolution is required.
<b>Disrespectful Behaviour &amp; Harassment/ Bullying</b>	<p>The complainant must first attempt to address the issue informally. Informal resolution can be a quicker, more effective method of resolving conflicts.</p> <p><b>Options include:</b></p> <ul style="list-style-type: none"> <li>• Communicating with the other person directly</li> <li>• Resolving with the support of another council member, the head of council or the Chief Administrative Officer</li> </ul> <p>If informal resolution fails, formal resolution may be required.</p> <p>Complaints can be filed within 30 days of an alleged violation, using the code of conduct complaint form. Steps taken to resolve the issue must be recorded on the complaint form to proceed to the formal resolution stage.</p> <p>Complete complaint forms will be screened by the intake reviewer, and may proceed to mediation, and/or investigation where appropriate.</p>
<b>Sexual Harassment</b>	<p>The complainant <b>may</b> attempt to address the issue directly with the person if they are comfortable, or they may file a code of conduct complaint form. Complaints can be filed within 90 days of the alleged violation.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• An informal approach is not appropriate in certain situations (e.g. where safety is a concern).</li> <li>• It is important to note that sexual assault is defined in the Criminal Code of Canada. If you have experienced sexual assault, additional help is available. For more information, see Manitoba Victim Services resource – <a href="#">You Have Options: Help After Sexual Assault</a>.</li> </ul>

Behaviour	Recommended Resolution Methods
Violence	<p>Violence of any sort is <b><u>not</u></b> tolerated.</p> <p>Violence is not covered in the municipal Code of Conduct.</p> <p><b>If you find yourself to be a victim of violent behaviour, you are encouraged to immediately report the issue to the appropriate law enforcement body.</b></p>