APPENDIX F

MANDATORY RESPECTFUL WORKPLACE TRAINING

At North Island College we are committed to strengthening and developing employee skills and enhancing employee engagement to help us understand our responsibilities in promoting respect in the workplace, and in preventing discrimination, harassment, and bullying behavior. In addition to our responsibilities under the BC Human Rights Code, the College also has a clear obligation under new Worksafe BC legislation/policies to ensure we provide the necessary training to our employees as it relates to the prevention of bullying and harassment.

Respect in the Workplace: Preventing Discrimination, Harassment and Bullying in the Workplace online training program is to be completed by all new employees. All current employees at the College have already completed the program. The program is mandatory training for all new employees of the College and must be completed during your first week of employment. Your Manager or supervisor is responsible for ensuring that you have necessary time to complete the program during the course of your work duties during normal work hours over your first week of employment.

The Respect in the Workplace training program provides the fundamental knowledge required to enhance employee understanding as to the responsibilities we all share in developing and maintaining a respectful and safe working environment for all employees at North Island College. Enjoy your learning!

Below you will find the instruction on how to access the Respect in the Workplace: Preventing Discrimination, Harassment and Bullying training program.

1. To access the course please use the link, username, and password below:
   
   Site: https://training.frameassociates.com
   
   Username: nictraining
   
   Password: respect6

2. Next complete the log-in information (screenshot below), enter first name, last name, employee ID (if you do not know your employee ID#, you can find it at the top of your pay advice), and department.
3. Next select Respect in the Workplace - Manager, or Employee version (those employees with people leadership responsibilities should take the Manager version), and check the box to accept the Terms of Use.

You are now ready to start the course, completing each module using the directional arrows at the top of each page. There is an Assess your Knowledge quiz at the completion of the program, to review your learning. There is no “pass mark” for course completion though we are relying on the professionalism of our employees to review the course materials and re-take the quiz at your discretion.

Should you need to exit the program at any time without having completed the training modules you will automatically be taken to the knowledge quiz, you can log off clicking the top right of the screen. When you next log into the program use the directional arrows to return to the module you were previously working on, then complete the modules and quiz.