

3.0 Workplace Culture, Rights, and Responsibilities

NextGen Builders
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Beginning with the end in mind

1. How was your day and what do you want to get out of this session?

Lesson Objectives

By the end of this lesson you will be able to:

1. Define Workplace culture and understand your role in it
2. Identify your rights in the workplace and where to get information about said rights
3. Identify your responsibilities in the workplace and know where to get information about said responsibilities

Workplace Culture

Workplace culture is the tacit— unspoken—social order of an organization, the shared patterns that determine what is viewed as appropriate behavior of individuals and the group and help us make meaning of our collective environment.

Its implicit and explicit systems define how an organization works in practice, regardless of what is written policy or stated intent (University of Minnesota).

For example, your policy says everyone must wear a hat on the job site but people only wear hats when they see a boss/ manager coming.

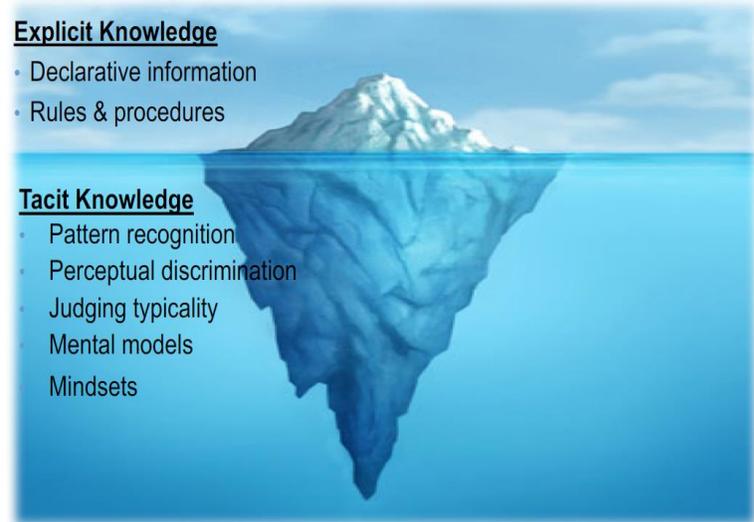
Tacit Knowledge

Explicit Knowledge

- Declarative information
- Rules & procedures

Tacit Knowledge

- Pattern recognition
- Perceptual discrimination
- Judging typicality
- Mental models
- Mindsets



Culture is

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The people the organization hires

The types of and amount of training provided

...

Working long hours

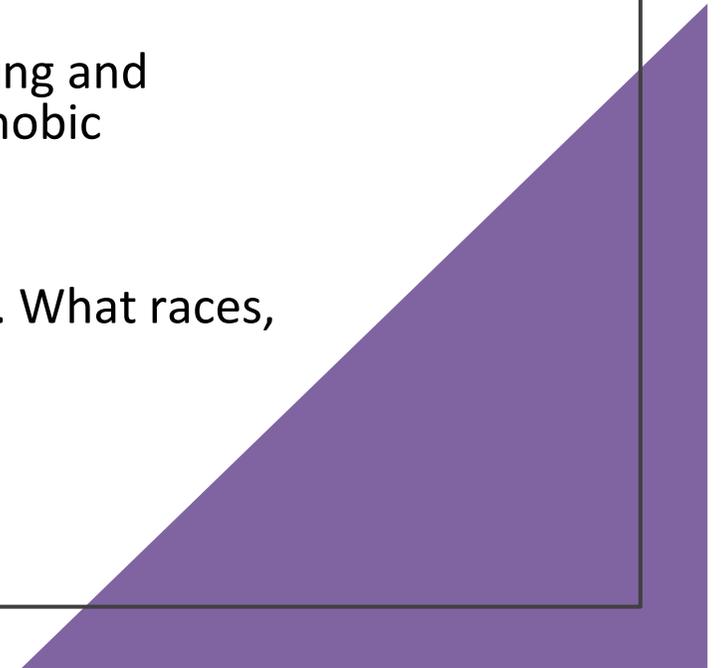
Coming in early and leaving late.

Dress Code ...

Language used Lots of swearing and misogyny, racist, sexist, homophobic language etc

Calling people out on their BS....

Pictures we see on the job site .. What races, genders, ages do you see?





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- Each workplace has a unique culture. Ex. Some places may want you to wear a uniform.
 - It is important to understand the workplace policies, tools, and resources that safeguard your rights and responsibilities on-the-job but it's also important to watch, read and understand your spaces and how people 'move'.
 - Some things you may hear that confirm you have a culture:
 - 1. This is how we do it around here...
 - 2. What does the policy say?
 - 3. Do what I tell you...

Breakout session - New Worker

CULTURE EATS STRATEGY FOR BREAKFAST.... DRUCKER (maybe)

- Imagine you are a Future version of Mentee Fabrice, and it is your first day on a new worksite.
- You have worked hard to get there, and you want to do a good job especially in the first few weeks.
- While doing your tasks for the day, you notice that some of the equipment you're supposed to use is not working properly. You bring it up with your supervisor, but he brushes you off and tells you to hurry with your task.
- **What could you do in this situation?**
- **How might the culture of the workplace hinder your strategy for dealing with the issue?**

Changing Workplace Culture

https://www.youtube.com/watch?v=c_Eutci7ack

YOUR RIGHTS IN THE WORKPLACE



Overview of Important Resources/Policies

- Some policies/procedures will be site-specific, whereas others are enshrined in laws and are in place already.
- Although these measures are in place to help protect workers, things are always more complicated in real life. For example, it's not always so easy to say no to work even when it is unsafe.
- We will highlight some important parts of the Health and Safety Act that are helpful to have at your fingertips to help protect your rights and safety.



Your Fundamental Rights at Work...

You have the right:

- to be treated fairly at work
- to work in a safe and healthy workplace
- to be trained to deal with workplace hazards, and
- to join a trade union.

Enshrined in policies

In Ontario your rights are protected by the following policies: Employment Standards Act (ESA), the Pay Equity Act (PEA), the Occupational Health and Safety Act (OHSA) and the Labour Relations Act (LRA)



The Employment Standards Act

lays out things such as :

- Getting paid – regular wages
- Overtime pay
- Public holidays: Most employees are entitled to take these days off work and be paid public holiday pay. Alternatively, they can agree in writing to work on the holiday and they will be paid: public holiday pay plus premium pay for the hours worked on the public holiday, or their regular rate for hours worked on the holiday, plus they will receive another day off (called a “substitute” holiday) with public holiday pay.
- Vacation time and pay
- Temporary help agency work
- Special rules: Some jobs have special standards or exemptions. See our Special Rule Tool to learn more.
- The Employment Standards poster: Your employer should have the Employment Standards poster displayed where you can read about some of your ESA rights.
- Termination: In most cases, after working continuously for three months, you must receive advance notice in writing and/or termination pay if your employer ends your employment. The amount of notice and termination pay depends on how long you have been employed in the job.

Occupational Health and Safety Act

Under the OHS Act, you have

- **The right to know**

- You have the right to know about hazards in your workplace and to be trained how to protect yourself from harm. As of July 1, 2014, the law requires employers to make sure that all of their workers and supervisors have completed basic health and safety awareness training. This training outlines workers', supervisors' and employers' rights, roles and responsibilities in keeping workplaces safe and healthy. This basic training for all workers and supervisors is in addition to other more detailed training required by law that depends on your workplace.

- **The right to refuse**

- You have the right to refuse unsafe work, including situations where you believe you're in danger of workplace violence. Your employer cannot fire or discipline you for refusing unsafe work or for asking them to address a health and safety issue. Your employer can't penalize you for following workplace health and safety laws and for obeying a Ministry of Labour inspector's order. This would be an unlawful reprisal.

- Report hazards and any violations of workplace health and safety law right away to your supervisor or employer. If you can't get health and safety problems fixed at work, call the Ministry of Labour Health and Safety Contact Centre toll-free at 1-877-202-0008. You don't have to give your name. Services may be offered in various languages, in addition to English and French.

- **The right to participate**

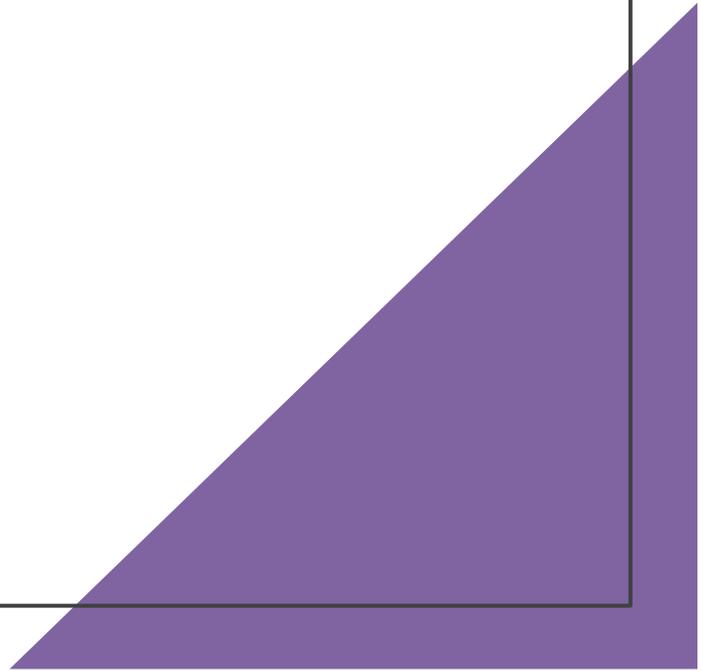
- You also have the right to help identify and resolve workplace health and safety concerns. There are many ways you can do this, such as asking questions, raising concerns and giving positive feedback. One of the most effective ways you can get involved is to join the health and safety committee at your workplace.

- **Workplace violence and harassment** protections

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Violence and Harassment

<https://www.youtube.com/watch?v=n3NAPsYvU7s>



The Labour Relations Act

Gives you the right to join a trade union and participate in legal union activities.

It's against the law for an employer to fire you or discriminate against you for:

- joining a union
- your past association with a bargaining agent, and
- exercising any other rights under the LRA.

It's also against the law for a union or employer to intimidate or coerce you to join or not join a union.

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Your Supports to protect yourself

- **Training** – Get involved with training like this one. Spend some time online reading as well.
- **Talk to your supervisor** – build a relationship with your supervisor. It's easier for people to listen to you if they know you.
- **Wear the gear:** Hair nets, gloves, aprons, safety glasses, ear plugs, etc. are safety gear. Use them correctly, as required.
- **Identify risks:** Before you start the job, report unsafe practices and situations to your supervisor or employer.
- **If you don't know, ask!** There are no "dumb" questions. If you don't know, ask your supervisor:
 - What are the hazards of this job?
 - Is there any special training needed for this job?
 - Do I have the right protective equipment for this job?
 - If I have any questions about safety, who do I ask?
- **Read your job description** so you know what you are supposed to do.
- **Follow the safety rules:** You must work safely and use the required equipment properly. Keep protection devices in place. And if you don't know the safety rules, ask your supervisor.
- **Talk to someone:** Your mentor, family, friends, a ministry representative, a supervisor etc
- **Read the acts** so that you can know where to go for the correct information

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Closing: “Muddiest Point”

- What was the most unclear part of this session?
- Is there anything you would like clearer understanding of?
- Is there anything from any past sessions you would like clearer understanding of?

