

MEMBER INTAKE FORM

Healthy and safe workplace

The Yukon *Violence and Harassment Prevention Regulations* require YAEP to ensure a healthy and safe workplace that is free of violence and harassment. We protect both the physical and psychological health and safety of elected officials and employees. The YAEP is committed to fostering a safe and healthy workplace in which all persons can expect to be treated with dignity and respect. The *YAEP Violence and Harassment Policy* confirms YAEP's commitment.

Role of Employment Relations Advisors

YAEP Employment Relations Advisors (ERA's) scope of responsibility is limited to providing members with advice regarding their employment relationship with the Yukon Government, including concerning their rights and protections under the Collective Agreement and relevant legislation. YAEP staff are not trained mental health advocates and do not provide therapy and counselling like supports, and do not provide financial advice.

Elected Officials

You are expected to act in a respectful manner at all times when meeting and communicating with the President and PD chair, who are both are your peers and colleagues elected from the membership.

Emotional and challenging issues

When seeking the assistance and help of YAEP staff, we respect and acknowledge that the majority of YAEP members experiencing challenging circumstance, and difficult and heightened emotions. We remind you to utilize the employer's Employee Assistance Program for mental health supports.

Your choices and behaviour matters

We can all influence workplace culture by the things we say and do to encourage safe and acceptable behaviour. You are expected to act in a respectful manner at all times, which includes, for example, being conscious of maintaining appropriate personal space, and being considerate of the important yet limited scope of responsibility of YAEP ERAs. Any physical acts, threats of, or verbal violence will not be tolerated in any way, and will be dealt with in accordance with YAEP's policy and legislative obligations.

Member acknowledgement

I acknowledge that my conduct influences workplace culture by the things we say and do to encourage safe and acceptable behaviour. I agree and commit to act in a respectful manner at all times while seeking the support, services of, and representation by the YAEP. I have read the [*YAEP Violence and Harassment Policy*](#) statement including Parts 1 and 2 of that policy, and confirm that I understand the policy and agree to follow and act in accordance with it.