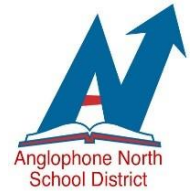


# Workplace Policies

To be completed online via the GNB Knowledge Centre:

[https://www3.gnb.ca/0034/learning/knowledge\\_centre-e.asp](https://www3.gnb.ca/0034/learning/knowledge_centre-e.asp)

**\*\*IMPORTANT: Please use Microsoft Edge as your browser\*\***



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## Respectful Workplace

In this first module, you will learn about the Respectful Workplace Policy, review the GNB Values, and learn about the importance of respect in all GNB workplaces.

- Lesson: **A Respectful Workplace** All-Staff Module 1 (Approx. Running Time: 24:00 min)
- Quiz
- [Print your certificate](#)

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## The Complaint Process

In this second module, you will learn about the harassment complaint process, including informal and formal complaint and resolution procedures.

All employees who are not in a supervisory role are required to complete the Complaint Process - Module 2 for Employees.

- Lesson: **The Complaint Process** - Module 2 for Employees (Approx. Running Time: 24:00 min)
- Quiz
- [Print your certificate](#)

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## Prevention of Workplace Violence

In this module, you will learn about the Prevention of Workplace Violence Policy, how to identify sources and types of violence, how to keep safe and how to respond to and report incidents of violence in the workplace.

**\*\*IMPORTANT: Please use Microsoft Edge as your browser\*\***

- Lesson: **Prevention of Workplace Violence**, All-Staff Module (Approx. Running Time: 29:00 min)
- Quiz
- [Print your certificate](#)

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## Substance Use in the Workplace

In this module, you will learn about the policy that is designed to address substance use in the workplace by an employee that may negatively impact the safety, competency or efficiency of that employee, other employees, or put members of the public at risk of harm in any way.

**\*\*IMPORTANT: Please use Internet Explorer as your browser\*\***

All employees are required to complete the Substance Use in the Workplace Module.

- Lesson: **Substance Use in the Workplace**
- Quiz
- [Print your certificate](#)