

# WHAT EMPLOYEES CAN EXPECT OF YOU AS A SUPERVISOR

Regardless of job title, if you have employees reporting to you, there is a supervisory aspect to your role. The following guidelines define the boundaries of reasonable support that is expected from you in this supervisory capacity. **Allow these guidelines to supplement, not replace, your own reasonable expectations.**

## 1. POSITIVE AND RESPECTFUL WORKPLACE

- Employees can expect that you will encourage every member of the workplace to treat each other with respect, in every interaction.
- Employees can expect you will take action to encourage a positive and respectful workplace. Such actions are reflected in the Basic Principles for a Positive and Respectful Workplace:

- Focus on the situation, issue, or behavior, not on the person
- Maintain the self-confidence and self-esteem of others
- Maintain good working relationships
- Take initiative to make things better
- Lead by example
- Think beyond the moment

- These supervisor obligations are further reflected under University policy and Worksafe regulations requiring employers and supervisors to create a positive and productive work environment free of bullying, harassment and discrimination. This includes monitoring the workplace and taking immediate action to address any bullying or harassment incidents or complaints.



More information, including university policy, training and resources to support you as a supervisor to prevent bullying and harassment can be found on the [Workplace Bullying and Harassment Prevention website](#) and the website for [Sexualized Violence Prevention and Support](#)

## 2. JOB DESCRIPTION AND EXPECTATIONS

- When the employee is hired, they can reasonably expect to come into a well defined role, with clear expectations that are applied consistent with the job description.



