

Finding Your Voice, Knowing Your Rights

A guide for Alberta employers:
Strategies for improving vulnerable workers' safety



Finding Your Voice, Knowing Your Rights

Have you been bullied at work because of your accent?

We want to support you if people make fun of the way you talk. We are committed to ensuring this is a safe workplace. As a worker in Alberta, you have the right to not be bullied.

If this is happening, what should you do?

- Ask your supervisor about our workplace policies and how to report what's happening.
 - Bullying should be reported. Unless it is reported and addressed, it will likely continue.
- If you don't feel safe reporting it, ask advice from a trusted co-worker.
 - Reporting an unsafe workplace can be very hard. Know that laws in Alberta are on your side and you can make an anonymous complaint to Alberta Occupational Health and Safety.

For more information download the **Finding Your Voice, Knowing Your Rights App**



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Your safety is important. Ask for help!

As a newcomer you might feel you can't say anything when you're not sure what to do. We don't want you to risk being hurt on the job. You can ask for help – anytime. We want to prevent injuries and make sure you feel good about your work.

What should you do?

- If you are not sure what to do, tell your supervisor that you have not been fully trained.
- It's okay to refuse doing a task you're unsure how to do, even if you are being pressured (by your supervisor, co-worker or customers).
- Talk to your supervisor and ask for training when you need it. It is your right in Alberta to receive adequate training to do a task safely.
- If you have trouble communicating, ask a co-worker to join you for support and to translate.

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Learning never stops. We're here to give you all the training you need.

Many newcomer workers find that on-the-job training can be brief and text heavy. We can help by providing more training when you feel uncertain about doing a task.

What should you do?

- Ask for training that helps you learn. We can help by doing tasks with you, demonstrations, walk-throughs, or videos.
- Ask about having a mentor. Ask to demonstrate your knowledge and skills in different ways.
- If you are working alone and don't feel safe, stop and step back. Find out what you can do to make it safe, and if needed, ask for support from colleagues or your manager.

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