



## POLICY NO. 4510

### WORKPLACE BULLYING AND HARASSMENT

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#### **POLICY**

The Board of Education requires that all School District No. 6 employees are treated in a fair and respectful manner in the workplace. Bullying and harassment is not acceptable and will not be tolerated.

#### **Definition:**

Bullying and harassment:

- a) *includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but*
- b) *excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.*

#### **Examples:**

Not every unpleasant interaction, instance of disrespectful behavior, or workplace conflict is bullying and harassment. Examples of conduct or comments that might be bullying and harassment include:

- a) *verbal aggression or insults;*
- b) *calling someone derogatory names;*
- c) *harmful hazing or initiation practices; vandalizing personal belongings; and*
- d) *spreading malicious rumours.*

Other, more subtle behaviours, such as patterns of targeted social isolation, might also be considered bullying and harassment if they are humiliating or intimidating and fit the definition set out in this Policy and the regulations of WorkSafe BC.

#### **Application:**

This Policy applies to all employees, including permanent, temporary, casual, contract and student workers. It applies to interpersonal and electronic communications, such as email, texting, social media, etc.

#### **Annual Review:**

This Policy will be reviewed every year. All employees will be provided with a copy.

Legal Reference: *OHS Policy D3-115-2, D3-116-1, D3-117-2*



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#### REGULATIONS

1. The District will:
  - a) take steps to prevent or minimize bullying and harassment;
  - b) develop and implement procedures for workers to report incidents or complaints;
  - c) develop and implement procedures for dealing with incidents or complaints;
  - d) inform workers of the Policy statement and steps taken to prevent bullying and harassment;
  - e) train administrators/supervisors and workers;
  - f) annually review the Policy statement and procedures for reporting and dealing with incidents and complaints.
  
2. Administrators/Supervisors will:
  - a) treat others with courtesy, respect, and fairness;
  - b) report bullying and harassment observed or experienced in the workplace;
  - c) implement and comply with the District's Policies and Procedures on bullying and harassment.
  
3. Workers will:
  - a) treat others with courtesy, respect, and fairness;
  - b) comply with the District's Policies and Procedures on bullying and harassment;
  - c) report bullying and harassment observed or experienced in the workplace.

#### Making a report:

If you are involved in an incident that could be considered harassment or bullying, please discuss the situation with your administrator supervisor to determine whether the incident should be reported on the Violent Incident Report form (*for persons other than school district employees*) or on the Bullying and Harassment Report Form.

If the incident involves your administrator/supervisor, please discuss the situation with his or her supervisor to determine the best reporting route. Alternatively, you can discuss the incident with the Superintendent, Assistant Superintendent of Human Resources, or Secretary Treasurer. If the incident involves a member of Senior Management or a School Trustee, you can contact the WorkSafeBC prevention information line at 1.888.621.7233.

Situations involving another School District employee must be reported on the Bullying and Harassment Report Form. If you meet with the other employee and resolve the situation, a report must still be filed with your supervisor but no investigation will take place and no record will be placed on either person's file in the Human Resources Department.

Incidents involving Bullying and Harassment with persons not in the employ of the District will result in an investigation being conducted and recommendations for the next steps. These incidents will be filed with the Human Resources Coordinator as required by the WorkSafe BC Regulations. **Note: these reports are not to be sent to site or District Health and Safety Committees.**

Employees may access a copy of the Workplace Bullying and Harassment Report form and the Workplace Bullying and Harassment Remedy Flow Chart by following the Health and Safety link on the School District website. For more information please contact the District Health and Safety Officer.