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# **Workplace Bullying and Harassment Awareness Training**

# Overview

Workers' Compensation Act

What is bullying and harassment?

Employer, supervisor and workers responsibilities

Reporting and investigation procedures

Preventing bullying and harassment

Talking to a bully

Resources

# Workers Compensation Act

Duties of employers, workers and supervisors:

- Ensure or protect health and safety
- Includes workplace bullying and harassment

Occupational Health and Safety (OHS) policies on workplace bullying and harassment came into effect November 1, 2013

# What is workplace bullying and harassment?

Inappropriate conduct or comment by a person towards a worker that the person knew or ought to have known would be humiliating or intimidating

Examples might include:

- Verbal aggression or name-calling / personal attacks
- Vandalizing personal belongings
- Sabotaging work
- Spreading malicious rumours / cyber bullying
- Humiliating initiation practices / hazing
- Aggressive / threatening gestures
- Cyber-bullying

Can come from co-workers, supervisors, employers, external sources

# What *is not* bullying and harassment?

Expressing differences of opinion

Offering constructive feedback

Making a legitimate complaint about another worker's conduct

Reasonable management action, including decisions about:

- Job duties and work to be performed
- Workloads and deadlines
- Layoffs, transfers, promotions, and reorganizations
- Work instruction, supervision, or feedback
- Work evaluation
- Performance management
- Discipline, suspensions, or terminations

# Effects and potential indicators

Workplace bullying and harassment might result in:

Health and safety issues

Physical and/or psychological injury

Lower productivity

Lower morale

Higher absenteeism

Staff turnover

# Policy Statement

**Bullying and Harassment are not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.**



# Employer's Responsibility

Draft a workplace policy statement

Prevent or minimize bullying and harassment

Develop reporting procedures

Develop procedures for dealing with/investigating incidents or complaints

Train workers and supervisors

# Workers' Responsibility

Not engage in the bullying and harassment of other workers

Report if bullying and harassment is observed or experienced

Apply and comply with the employer's policies and procedures on bullying and harassment

# Supervisor's Responsibility

Not engage in bullying and harassment

Apply and comply with workplace policies and procedures on bullying and harassment

# Reporting Procedures

## How to report and reporting contact

- Workers can report incidents or complaints of workplace bullying and harassment verbally or in writing
- A written complaint form can be found on the Inside45 portal
- Verbal complaints are to be reported to the Director of Human Resources, Kim Martin
- If the Director of Human Resources is the alleged bully, then report to the Deputy Superintendent

## When to report

- Incidents or complaints should be reported as soon as possible

## What to include in a report

- Provide as much information as possible, names of people involved, witnesses, where and when it occurred, behaviors and/or words observed etc.

Malicious and/or vexatious false complaints may be subject to discipline

# Dealing with incidents or complaints

Investigation conducted internally

Investigation conducted promptly

Investigation information is confidential

Interviews & review of physical evidence

The alleged target and alleged bully will be advised of the findings of the investigation

Records of complaints will be kept

# What can co-workers do to stop workplace bullying & harassment?

Listen to the alleged target

Don't gossip

Offer support (e.g., employee assistance program, counsellor)

Document details of what you see to share in an investigation

- Dates
- Details
- Witnesses

Tell the alleged bully to stop

# Talking to an alleged bully

If you are the target of, or witness to, bullying and harassment:

- Tell the alleged bully what behaviour was inappropriate
- Make it clear the behaviour is unwanted and unacceptable
- Stay calm
- Don't retaliate
- Report it

# Creating a positive work environment

Everyone has a responsibility to create and maintain a respectful work environment

- Consider the effect your words or actions may have on other people
- Don't ignore behaviour that makes you feel uncomfortable – speak up!
- Do your part to resolve situations and report a bully

# For more information

Review the Workplace Bullying and Harassment Policy

- Administrative Procedure 415
- Click [here](#)

Visit the WorkSafe BC website

- <http://www2.worksafebc.com/Topics/BullyingAndHarassment/Home.asp>

Employee Assistance Program

Human Resources Department

- 604-981-1000

