

Speak up against bullying and harassment

Play your part in creating a respectful
and healthy workplace



Respectful Work Place**-POLICY-**

The Board of Education recognizes a fair, collaborative, inclusive and respectful workplace is a critical prerequisite to the Board of Education's commitment to delivering high quality public education and cultivating a reputation of excellence. Therefore the Board is committed to creating and maintaining a respectful learning and working environment free from harassment and bullying, where people respect one another regardless of their roles or levels of responsibilities and are treated and treat each other respectfully and professionally in their interactions.

-REGULATION-

Everyone is responsible for a respectful workplace.

1. The Board of Education is responsible for:
 - 1.1 Supporting an environment respectful of human rights and free from bullying and harassment; and
 - 1.2 Understanding and communicating with members of the community about the *Workers' Compensation Act*.
 - 1.3 Ensuring that the policy is periodically reviewed and updated.
2. The Superintendent and Senior Management Team are responsible for:
 - 2.1 Implementing the *Workers' Compensation Act* and ensuring that the provisions of this policy are communicated to all stakeholders such that:
 - 2.1.1 A consistent understanding and expectation is developed regarding respectful and appropriate behaviour in dealing with others, including the ability to speak or act without offending;
 - 2.1.2 If bullying or harassment occurs, the process to resolve it is understood and utilized to resolve the problem in a timely and effective manner.
 - 2.2 Ensuring appropriate training is provided to all employees on the *Workers' Compensation Act*.

- 2.3 Determining if the complaint is best handled under this policy, or if it is a matter better dealt with through other Board Collective agreement processes such as, but not limited to, performance management, professional misconduct and progressive discipline or harassment complaints under the teacher collective agreement.
 - 2.4 Conduction/assisting in investigations and the administration of corrective disciplinary action as appropriate.
 - 2.5 Reviewing and recommending updates to the policy on an annual basis
3. Principals and Vice-Principals are responsible for:
- 3.1 Communicating and reviewing this policy and related procedure with the staff they supervise or manage;
 - 3.2 Formulating, communicating and enforcing work requirements and behavioral expectations;
 - 3.3 Conducting or arranging for investigations into complaints under the *Workers' Compensation Act*;
 - 3.4 Mediating or arranging for mediation for resolution of complaints as appropriate and
 - 3.5 Administering corrective disciplinary action.
4. All employees are responsible for:
- 4.1 Being aware of, and sensitive to issues of bullying and harassment, and taking proactive steps to encourage respectful, courteous behaviour with staff and students;
 - 4.2 Demonstrating professional and positive behavior consistent with individuals who are responsible for the safety, learning and well-being of staff and students;
 - 4.3 Conducting themselves in a professional manner that meets the accepted standards of practice and the spirit and intent of this policy, including in the use of electronic communication;
 - 4.4 Accessing the complaint procedure if they observe or experience bullying or harassment in the working or learning environment; and
 - 4.5 Co-operating in the investigating of complaints, and working to achieve resolution at the earliest possible stage.

5. Definitions:

The following definitions shall apply:

- 5.1 **Bullying and Harassment** - WorkSafeBC's OHS policies use the phrase "bullying and harassment" as a single term, which:
- 5.1.1 Includes any inappropriate, frivolous or vexatious 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 offended or intimidated. It may include discriminatory harassment, personal harassment (both verbal and visual), and retaliation.
 - 5.1.2 It excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. Managers and supervisors need to ensure performance problems are identified and addressed in a constructive, objective way that does not humiliate and intimidate.
 - 5.1.3 Examples of bullying and harassment may include, but are not limited to: verbal aggression or insults, vandalizing personal belongings, sabotaging someone's work, physical or verbal threats, aggressive or threatening gestures, and spreading malicious gossip or rumours.
- 5.2 **Mediation** – Involves an unbiased third party acting as facilitator in direct communication between the parties who voluntarily agree to this process. It is an opportunity to resolve disputes in a mutually respectful manner at the Early/Site based resolution phase of a complaint.
- 5.3 **Confidentiality** – Information about a complaint will be shared only with those who need to know in order to facilitate the investigation process. The respondent(s) will be provided with a copy of the complaint and both parties will be provided with a copy of the findings at the end of the investigation. All participants in the investigation process are to keep the information in the process confidential and not disclose it to anyone other than their union representatives.
- 5.4 **Standard of Proof** – The standard of proof to be applied is the balance of probabilities. This means that on the evidence provided, the occurrence of the event was more likely than not.
6. Application:
- 6.1 This policy covers all individuals involved in the working or learning environment regardless of their role or function. This includes School District employees, students, parents, volunteers, third parties doing business with the School District and members of the general public who interface with the School District. It is the expectation of the School District that all employees and persons

- invited to or visiting Board property, will strive to maintain the highest level of professional and personal courtesy when interacting with board employees.
- 6.2 For School District employees, this policy does not supersede any provision of an applicable Collective Agreement.
- 6.3 Inappropriate behavior by an adult toward a student is not covered by this policy. The *School Act*, The Ministry of Education – Teacher Regulation Branch, Child, Family and Community Service Act and the District’s Collective Agreements will define and govern the standard of behavior required by adults when dealing with students.
- 6.4 The policy is not intended to address issues where the cause of the conflict or behavior is based on a personal characteristic that is protected under the *BC Human Rights Code*, such as homophobic or racist views.
- 6.5 This policy excludes the legitimate exercise of management rights and any reasonable action taken by the District or supervisor relating to the management and direction of employees or the place of employment including supervisory decision involving work direction, evaluation, investigations and disciplinary action.
- 6.6 This policy excludes the reasonable exercise of parent and student rights in bringing forward concerns about the treatment of students by employees when done in a respectful manner.
- 6.6.1 The policy does not cover interpersonal conflicts or interpersonal relations, unless they are threatening or abusive.

7. Expected Respectful Behaviour:

- 7.1 We respect and value the contributions of all members of our community, regardless of status or role in the organization;
- 7.2 We treat one another with the respect, civility and courtesy;
- 7.3 We work honestly, effectively and collegially with employees and others;
- 7.4 We respond promptly, courteously, and appropriately to request from others for assistance or information;
- 7.5 We use conflict management skills, together with respectful and courteous verbal communication, to effectively manage disagreements among employees;
- 7.6 We encourage and support all employees in developing their individual conflict management skills and talents;
- 7.7 We have an open and cooperative approach in dealings with employees, recognizing and embracing individual differences;
- 7.8 We recognize that differing social and cultural standards may mean that behavior that is acceptable to some may be perceived as unacceptable or unreasonable to others;

- 7.9 We abide by applicable rules, regulations, legislation, policies and collective agreement provisions, and address any dissatisfaction with, or violation of these policies and procedures through appropriate channels;
- 7.10 We demonstrate commitment to a culture where all employees cooperate and collaborate in using best practices to achieve high work-related outcomes;
- 7.11 If we are in leadership positions, we model civility for others and clearly define expectations for how employees treat each other, and are responsive to complaints when they are brought forward.

8. Annual Review:

This policy statement will be reviewed on an annual basis. All workers will be provided with a copy.

Date Created:

Annual Review Date:

Backgrounder

Workplace bullying and harassment

WorkSafeBC's Board of Directors has approved three Occupational Health and Safety (OHS) policies under Sections 115, 116, and 117 of the *Workers Compensation Act*, dealing with workplace bullying and harassment. The policies define bullying and harassment and explain the duties of employers, workers, and supervisors to prevent and address workplace bullying and harassment. These duties apply to the approximately 215,000 employers and 2.2 million workers currently served by WorkSafeBC.

What is the definition of workplace bullying and harassment according to WorkSafeBC's policies?

Bullying and harassment 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 excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

What do these policies mean?

The *Workers Compensation Act* sets out the general duties of employers, workers, and supervisors to ensure or protect the health and safety of workplace parties.

The OHS policies identify the steps that WorkSafeBC considers reasonable for workplace parties to take to prevent and address workplace bullying and harassment.

When do these policies take effect?

The bullying and harassment policies become effective November 1, 2013.

What do I need to do as an employer?

Understand your duties as an employer to prevent and address workplace bullying and harassment. Your duties include the following:

- not engaging in bullying and harassment of workers and supervisors
- developing a policy statement for your workplace
- taking steps to prevent or minimize bullying and harassment
- developing and implementing procedures for workers to report incidents and complaints of bullying and harassment
- developing and implementing procedures for dealing with incidents and complaints
- informing and training workers and supervisors
- annually reviewing the policy statement and procedures for reporting and dealing with incidents and complaints

What do I need to do as a supervisor?

A supervisor's duties include:

- not engaging in bullying and harassment of other workers, supervisors, or the employer
- applying and complying with the employer's policies and procedures on bullying and harassment

What do I need to do as a worker?

A worker's duties include:

- not engaging in bullying and harassment of other workers, supervisors, or the employer
- reporting bullying and harassment observed or experienced in the workplace
- applying and complying with the employer's policies and procedures on bullying and harassment

Why are these policies important to the workplace?

There are negative effects of bullying and harassment on workers and workplaces. Not only can bullying and harassment impair work performance and lead to increased absenteeism, it can lead to depression, anxiety, and post-traumatic stress disorder. It not only affects workers subjected to this behaviour, but can negatively affect witnesses and bystanders as well.

What is WorkSafeBC's role in the enforcement of these policies?

There is no planned "enforcement blitz." WorkSafeBC prevention officers will respond to enquiries and concerns about bullying and harassment in the workplace through existing inspection practices. Prevention officers will engage in inspection, consultation, and education activities with respect to workplace bullying and harassment as they would for any occupational health and safety requirement.

Resources and additional information

WorkSafeBC prevention information line
1.888.621.7233

Employers' Advisers Office
www.labour.gov.bc.ca/eao/

Workers' Advisers Office
www.labour.gov.bc.ca/wab/

WorkSafeBC has created a package of tools and resources to help workplace parties prevent and address workplace bullying and harassment. Access the online tool kit and OHS policies at www.worksafebc.com/bullying.

How to recognize

Workplace bullying and harassment

The *Workers Compensation Act* explains the rights and responsibilities of employers and workers as they relate to workplace health and safety. These obligations include preventing and addressing workplace bullying and harassment, as outlined in WorkSafeBC's Occupational Health and Safety (OHS) policies [D3-115-2](#), [D3-116-1](#), [D3-117-2](#). Under these OHS policies, employers must train supervisors and workers to recognize the potential for bullying and harassment in the workplace.

Definition

WorkSafeBC's OHS policies use the phrase "bullying and harassment" as a single term, which:

- (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.

Intent does not determine whether the behaviour is bullying and harassment. A person cannot excuse their behaviour by saying he or she did not intend it to be humiliating or intimidating.

Examples of bullying and harassment

Not all inappropriate, offensive, or disrespectful conduct is bullying and harassment. The behaviour must be humiliating or intimidating to be considered bullying and harassment. The following are some examples of behaviour or comments that might suggest bullying and harassment is taking place:

- verbal aggression or insults; calling someone derogatory names
- vandalizing personal belongings
- sabotaging someone's work
- spreading malicious gossip or rumours
- engaging in harmful or offensive initiation practices
- physical or verbal threats (this could also constitute "violence" or "improper activity or behaviour" under the Occupational Health and Safety Regulation)
- making personal attacks based on someone's private life and/or personal traits
- making aggressive or threatening gestures

This is not a complete list. Other, more subtle behaviours, such as patterns of targeted social isolation, might also be considered bullying and harassment if they're humiliating or intimidating, and they fit the definition of bullying and harassment set out in the OHS policies. When assessing a situation to determine if bullying and harassment is taking place, always consider the context.

If workers believe a bullying and harassment incident has occurred, they must report it. For guidance or more information, talk to a manager, a Human Resources representative, or a union representative. To report a complaint, workers should also review and follow their employer's procedures on reporting workplace bullying and harassment.

What is not bullying and harassment?

Not every unpleasant interaction, instance of disrespectful behaviour, or workplace conflict is considered bullying and harassment. Examples of behaviours that may not be bullying and harassment, if undertaken in an appropriate manner, include:

- expressing differences of opinion
- offering constructive feedback, guidance, or advice about work-related behaviour and performance
- making a legitimate complaint about someone's conduct through established procedures

Bullying and harassment should not be confused with exercising managerial authority. Examples of reasonable management action might include decisions relating to the following:

- job duties or the work to be performed
- workloads and deadlines
- layoffs, transfers, promotions, and reorganizations
- work instructions, supervision, or feedback
- work evaluation
- performance management
- discipline, suspensions, or terminations

When it's provided in a respectful manner, appropriate feedback to help staff improve performance or behaviour is not bullying and harassment. However, managers and supervisors should ensure performance problems are identified and addressed in a constructive, objective way that does not humiliate or intimidate.

Resources and additional information

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Workers' Advisers Office
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Worker fact sheet

Workplace bullying and harassment

Occupational Health and Safety bullying and harassment policies

WorkSafeBC's Board of Directors approved three Occupational Health and Safety (OHS) policies under sections 115, 116, and 117 of the *Workers Compensation Act*, dealing with workplace bullying and harassment. The policies define bullying and harassment, and explain the duties of employers, workers, and supervisors to prevent and address workplace bullying and harassment.

These policies are effective November 1, 2013.

This fact sheet explains the duties of workers.

Bullying and harassing behaviour can include:

- verbal aggression or yelling
- humiliating initiation practices or hazing
- spreading malicious rumours
- calling someone derogatory names

Bullying and harassing behaviour does not include:

- expressing differences of opinion
- offering constructive feedback, guidance, or advice about work-related behaviour
- reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions, assigning work)

Worker duties include the following:

- not engaging in bullying and harassment
- reporting if bullying and harassment is observed or experienced
- applying and complying with the employer's policies and procedures on bullying and harassment

Definition of workplace bullying and harassment

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 **excludes** any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and Harassment WorkSafeBC Policy Effective November 1, 2013

Worker Duties – Workplace Bullying and Harassment D3-116-1

A worker's obligation to take reasonable care to protect the health and safety of themselves or others includes:

- (a) not engaging in bullying and harassment of other workers, supervisors, the employer or persons acting on behalf of the employer;
- (b) reporting if bullying and harassment is observed or experienced in the workplace; and
- (c) applying and complying with the employer's policies and procedures on bullying and harassment.

Practice

The definition of bullying and harassment 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.

A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace.

Black's Law Dictionary, Ninth Edition defines a reasonable person as follows:

"...a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions..."

Resources and additional information

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Supervisor fact sheet

Workplace bullying and harassment

Occupational Health and Safety bullying and harassment policies

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These policies are effective November 1, 2013.

This fact sheet explains the duties of supervisors.

Bullying and harassing behaviour can include:

- verbal aggression or yelling
- humiliating initiation practices or hazing
- spreading malicious rumours
- calling someone derogatory names

Bullying and harassing behaviour does not include:

- expressing differences of opinion
- offering constructive feedback, guidance, or advice about work-related behaviour
- reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions, assigning work)

Supervisor duties include the following:

- not engaging in bullying and harassment
- applying and complying with the employer's policies and procedures on bullying and harassment

Definition of workplace bullying and harassment

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 **excludes** any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and Harassment WorkSafeBC Policy Effective November 1, 2013

Supervisor Duties – Workplace Bullying and Harassment D3-117-2

A supervisor's obligation to ensure health and safety of workers includes:

- (a) not engaging in bullying and harassment of workers, other supervisors, the employer or persons acting on behalf of the employer; and
- (b) applying and complying with the employer's policies and procedures on bullying and harassment.

Practice

The definition of bullying and harassment 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.

A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace.

Black's Law Dictionary, Ninth Edition defines a reasonable person as follows:

"...a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions..."

Resources and additional information

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Employer fact sheet

Workplace bullying and harassment

Occupational Health and Safety bullying and harassment policies

WorkSafeBC's Board of Directors approved three Occupational Health and Safety (OHS) policies under sections 115, 116, and 117 of the *Workers Compensation Act*, dealing with workplace bullying and harassment. The policies define bullying and harassment, and explain the duties of employers, workers, and supervisors to prevent and address workplace bullying and harassment.

These policies are effective November 1, 2013.

This fact sheet explains the duties of employers.

Bullying and harassing behaviour can include:

- verbal aggression or yelling
- humiliating initiation practices or hazing
- spreading malicious rumours
- calling someone derogatory names

Bullying and harassing behaviour does not include:

- expressing differences of opinion
- offering constructive feedback, guidance, or advice about work-related behaviour
- reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions, assigning work)

Employer duties include the following:

- not engaging in bullying and harassment
- developing a policy statement on bullying and harassment
- taking steps to prevent or minimize bullying and harassment
- developing and implementing procedures for reporting incidents and complaints
- developing and implementing procedures for dealing with incidents or complaints
- informing workers of the policy statement and steps taken to prevent bullying and harassment
- training workers and supervisors to recognize the potential for bullying and harassment, to respond, and to follow the procedures for reporting
- annually reviewing the policy statement and procedures

Definition of workplace bullying and harassment

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 **excludes** any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and Harassment WorkSafeBC Policy Effective November 1, 2013

Employer Duties – Workplace Bullying and Harassment D3-115-2

Reasonable Steps to Address the Hazard

WorkSafeBC considers that reasonable steps by an employer to prevent where possible, or otherwise minimize, workplace bullying and harassment include the following:

- (a) developing a policy statement with respect to workplace bullying and harassment not being acceptable or tolerated;
- (b) taking steps to prevent where possible, or otherwise minimize, workplace bullying and harassment;
- (c) developing and implementing procedures for workers to report incidents or complaints of workplace bullying and harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser;
- (d) developing and implementing procedures for how the employer will deal with incidents or complaints of workplace bullying and harassment including:
 - i. how and when investigations will be conducted;
 - ii. what will be included in the investigation;
 - iii. roles and responsibilities of employers, supervisors, workers and others;
 - iv. follow-up to the investigation (description of corrective actions, timeframe, dealing with adverse symptoms, etc.); and
 - v. record keeping requirements;
- (e) informing workers of the policy statement in (a) and the steps taken in (b);

(f) training supervisors and workers on:

- i. recognizing the potential for bullying and harassment;
- ii. responding to bullying and harassment; and
- iii. procedures for reporting, and how the employer will deal with incidents or complaints of bullying and harassment in (c) and (d) respectively;

(g) annually reviewing (a), (b), (c), and (d);

(h) not engaging in bullying and harassment of workers and supervisors; and

(i) applying and complying with the employer's policies and procedures on bullying and harassment.

Practice

The definition of bullying and harassment 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.

A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace.

In order to determine what is reasonable in the policy, a definition below is included for a 'reasonable person'.

Black's Law Dictionary, Ninth Edition defines a reasonable person as follows:

"...a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions..."

Resources and additional information

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SCHOOL DISTRICT #58 (NICOLA-SIMILKAMEEN)

Workplace Bullying and Harassment Reporting Procedures

1. How to report

Workers at School District #58 can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to the principal of the school.

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact the Assistant-Superintendent of Schools.

5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

Date created	Annual review date
November 28, 2013	June 1 st , 2016

SCHOOL DISTRICT #58 (NICOLA-SIMILKAMEEN)

Workplace Bullying and Harassment Complaint Form

Name and contact information of complainant
Name of alleged bully or bullies

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

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Signature	Date
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SCHOOL DISTRICT #58 (NICOLA-SIMILKAMEEN)

Workplace Bullying and Harassment Investigation Procedures

1. How and when investigations will be conducted:

Most investigations at School District No. 58 (Nicola-Similkameen) will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- Be sensitive to the interests of all parties involved, and maintain confidentiality; as defined by the Respectful Workplace Policy;
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses;
- Incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

2. What will be included:

Investigations will include interviews with the complainant, the respondent, and any witnesses. If the complainant and the respondent agree on what happened, the School District #58 will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

3. Roles and responsibilities:

The Superintendent or designate is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

In accordance to district policy, appropriate personnel will conduct investigations and provide a written report with conclusions to the Superintendent of Schools.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Superintendent of Schools.

4. Follow-up:

The complainant and respondent will be advised of the investigation findings in accordance to district policy.

Following an investigation, workplace procedures will be reviewed and revised if necessary to prevent any further bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

5. Record-keeping requirements:

School District No. 58 (Nicola-Similkameen) expects that workers will provide written accounts of incidents to submit with any complaints. School District No. 58 (Nicola-Similkameen) will keep a written record of investigations, including findings.

6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at each of the schools and the school board office.

Date created	Annual review date
November 28, 2013	June 1 st , 2016

Bullying and harassment are not tolerated

We are committed to creating a safe
and healthy workplace

